

General Policy

Permission is not required for taking photographs or videos in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, there may be library locations where the taking of photographs or videos is restricted or prohibited (i.e., restrooms, child care areas, and during programs where the presenter is displaying copyrighted material). Taking photographs or videos of or in areas reserved for staff use only is also prohibited.

If tripods, lights, or other specialized equipment is to be used, requests must be made at least 24 hours in advance. Persons taking photographs and videos shall not compromise a patron or staff member's right to privacy, harass, intimidate, or threaten a patron or staff member, or block library aisles, walkways, stairwells, doors, or exits.

Exterior Photography and Videos

Taking photographs and videos outside of the library building and/or of the library grounds does not require permission. However, the activity may not impede the ingress or egress of patrons or staff to or from the library building.

Commercial Photography and Videos

The Library District may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the Library District and is in accordance with the rest of this policy. Prior permission must be sought at least one week in advance.

Library Photography, Videos, and Recording

The Library District staff may take photos, videos, and audio recordings at the library and during library events to use in its publicity materials and on its website and social media sites. The Library District reserves the right to document its services and the public's use of the library building and grounds. Photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any library website or social media site). Any individual that does not wish the Library District to use a photograph or video of them or their child should inform a Library District staff member prior to or while such photographs or videos are being taken.

Liability

Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The Library District undertakes no responsibility for obtaining these releases or permissions.

The Library District reserves the right to ask any individual or group violating this policy to cease the taking of photographs or videos.