

## **Photography and Recording Policy**

The Library is considered a “limited public forum” under federal law. As such, the Library may reasonably restrict the time, place, and manner of photography and recording in the Library. For purposes of this policy, “recording” includes video, audio, and live streaming. “Photography” includes still images.

### **Photography and Recording by Members of the Public**

Photography and recording by members of the public are generally permitted subject to the following rules:

- Photography or recording that harasses or intimidates a patron, employee, or Board Trustee, or interferes with Library business or a patron’s enjoyment of the Library is not permitted.
- Photography or recording that compromises public safety is not permitted.
- Photography or recording that captures a patron’s right to privacy is prohibited.
- Photography or recording in bathrooms, offices, or any other space marked "Private" is prohibited. Photography or recording in study rooms and conference rooms when being used by other patrons or for closed session Board meetings is also prohibited.
- The person taking photographs or recordings must honor the request of any patron who does not wish to be photographed or recorded.
- Persons under the age of 18 may not be photographed or recorded without their parent’s or guardian’s consent, except by Library staff during Library-sponsored events.
- Photography or recording for commercial purposes is not permitted without the Library Director’s prior written approval.
- The use of tripods, stand-alone lighting equipment, microphones, or other specialized equipment is not permitted without the Library Director’s prior written approval.
- Photography or recording may not impede ingress or egress from the Library building or interfere with public safety.

Library staff may terminate any photo or recording session if they determine that any of the foregoing rules are being violated.

All persons photographing or recording on Library premises have sole liability for any injuries to persons or property arising out of, caused by, or resulting from their photographing and/or recording. Those persons are solely responsible for obtaining any necessary releases or permissions required by law.

### **Photography and Recording by the Library**

The Library often photographs or records programs and events for publicity and promotional purposes. Unless patrons inform staff that they do not consent, it is assumed that they agree to being photographed or recorded. Patrons should notify a staff member if they do not want themselves or their children to be photographed or recorded.

### **Photography and Filming by Program Partners**

Local organizations that regularly partner with the Library on free community events may use photographs or recordings taken during these events in promotional materials. If one of the Library's partner organizations intends to arrange for a recording of an event that is scheduled to take place within the Library, this request must be made at least five business days in advance of the event to the Library Director. Note that even when permission to record a program is granted, the photographing or recording of minors who attend such programs is not permitted without parental or guardian consent.

Adopted July 10, 2023, modified June 9, 2025