



PHOTOGRAPHY & VIDEORECORDING POLICY

The Glencoe Public Library (Library) has a significant interest in maintaining an environment that allows patrons to freely access library information and resources. This requires the Library to maintain policies that protect the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being. In order to do so, the Library has adopted the following policy regarding the taking of photographs or videos inside the library building.

General

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 are locations in the library building where taking photographs or videos is prohibited, including but not limited to restrooms, rooms designated for nursing and childcare, and staff-only areas.

Persons taking photographs and videos will not:

- i. Compromise a patron or staff member's right to privacy
- ii. Harass, intimidate, or threaten a patron or staff member
- iii. Block library aisles, walkways, stairwells, doors, or exits

If tripods, lights or other specialized equipment is to be used, requests must be made at least 48 hours in advance.

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 may permit use of its facilities for the taking of commercial photographs and videos if the project does not interfere with the mission of the Library and is in accordance with the rest of this policy. The Library will charge a fee determined by the Executive Director with counsel from the Trustees of the Library Board to offset costs incurred by the Library to provide access to the facility. Prior permission must be sought at least one week in advance.

Photography and Videos of Materials and Resources

The Library permits the taking of photographs and videos of its collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

Library Photography, Videos and Recording

The Library may take photographs, videos and audio recordings at the Library during library events to use in its publicity materials, website and social media accounts. The Library reserves the right to document its services and the public's use of the library building and grounds. These photographs, videos and audio recordings may be copied, displayed, televised, streamed and published including on any library website or library social media account. Any individual that does not wish the Library to use a photograph or video of them or their child must inform a library 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, video, or for copyrighted materials. The Library undertakes no responsibility for obtaining these releases or permissions.

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

Adopted	June 21, 2017
Reviewed	
Revised	June 19, 2019