



## GLENCOE PUBLIC LIBRARY

### PHOTOGRAPHY & RECORDING POLICY

The Glencoe Public Library (Library) seeks to maintain an environment that allows patrons to freely access and enjoy library information and resources. Accordingly, the Library has adopted a policy regarding the taking of photographs and making of video and audio recordings that protects the privacy of its patrons and staff members.

#### **General**

Permission is not required to take photographs or make recordings in public areas of the library building for personal, noncommercial use as long as tripods, lights or other specialized equipment are not used. Taking photographs or making recordings is prohibited in restrooms, rooms designated for nursing and childcare, and staff-only areas.

Persons taking photographs or making recordings will not:

- i. Harass, intimidate, or threaten a patron or staff member
- ii. Block library aisles, walkways, stairwells, doors, or exits, or access to library materials
- iii. Take any action that may reasonably be construed as an unwelcome intrusion into the privacy of a patron or staff member

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 patrons or staff from entering or exiting the library building.

#### **Commercial Use**

The Library may permit use of its facilities for the taking of commercial photographs and making of recordings 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 Library Board to offset costs incurred by the Library to provide access to the facility. Prior permission must be sought from the Executive Director at least one week in advance.

#### **Photography and Recordings of Materials and Resources**

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

#### **Library Photography and Recording**

The Library reserves the right to document its services and the public's use of the library building and grounds. Accordingly, the Library may take photographs and may make video and audio recordings at the Library at any time, including during library events for use in its

publicity materials, website, and social media accounts. Anyone who does not wish the Library to use a photograph or recording of them or their child must inform a library staff member prior to or while such photographs or recordings are being taken or made. The Library will not identify patrons by name without their permission.

**Liability**

Persons involved in taking photographs or making recordings 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, audio recording, 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 making recordings.

Adopted	June 21, 2017
Reviewed	
Revised	June 19, 2019; April 20, 2022; April 16, 2025