

## **Policy on Photography & Recording in the Library**

The following rules apply to photography, filming, audio recording, and other forms of recording on library premises:

- Patrons may take photos at events or programs with permission from the presenters.
- The Prospect Public Library takes photos and videos of events and programs to share with the community. Photos and/or videos may be uploaded to the library's website and social media platforms including Facebook, Instagram, Twitter, and YouTube. Childrens' names will never be posted. Patrons who do not want their photos taken of themselves or your child during a program/event please let library staff know. If you wish your image to be removed from our website or social media accounts, please inform us in writing. Where possible, please provide a link to where your photo is displayed.
- Tripods, stands, and other equipment (including flash or other lighting equipment) that obstruct passageways or interfere with the use of library facilities may not be used.
- Photographing, filming and audio recording of library patrons and staff is permitted in public spaces except in public restrooms as long as the recorder does not disrupt others' use of the library facilities or resources.
- Taking photos/video, or audio in staff-only areas is not permitted.
- Recorders are encouraged to be respectful of Library patrons and staff and to seek verbal permission from everyone who is identifiable in the image/audio file.
- Photographs, video, and other recordings for commercial purposes require written permission from both the subjects and the Library director.
- The Library permits research photography of its materials and resources; however, researchers are responsible for obtaining their own permissions when photographing or copying copyrighted materials in the library.
- The Library staff reserves the right to terminate any photo or filming session that appears to compromise public safety or security, that can be construed as harassment by those whose image is being captured, or that interferes with the provision of services to the public.

**APPROVED BY PROSPECT LIBRARY BOARD ON MAY 11<sup>th</sup>, 2023  
SUSAN MCKERNAN – BOARD CHAIRMAN**