

## **POLICY**

Category: Access & Facilities

Number: E.04

### **Title: Photography and Recording in the Library**

Effective Date: January 7, 2012

Authorized By: Library Board of Trustees

Last Revision or Review: New

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Photography, videography, and/or audio recording on Cudahy Family Library property is generally permitted if it is for the promotion of the Library by the news media, student projects, and/or strictly for personal use. In order to protect the rights of library patrons and staff and to reduce distractions, prior permission from the Library Director or supervisory staff is required for all photography and recording. Requests for permission for educational and/or personal use may be done verbally or submitted in writing.

Photographing, videotaping, or the use of other recording devices may not interfere with the provision of library services and will be terminated by library staff if the session appears disruptive to patrons or staff or if prior permission to photograph or record has not been secured. The taking of pictures or recording during the Library's storytime programs by attendees is not permitted.

Under no circumstances may the public or members of the media take photographs, video recordings, or audio recordings of library users without the permission of the individuals or staff who would be the primary subject within the composition. If library patrons request not to be included in any type of recording, their refusal must be respected. Taking photographs or recordings of a minor requires the permission of the minor's parent or guardian. The Cudahy Family Library undertakes no responsibility for any photographer's failure to obtain permission from patrons. To maintain privacy, images of patrons using an electronic device or reading print materials should not disclose the title or subject matter of the items being read or viewed.

The Cudahy Family Library does not permit commercial photography, filming, or recording of Library property or activity without prior permission from the Library Director or the Director's designee. Requests for permission to photograph or record for commercial purposes must be submitted in writing for review by the Library Director and / or the Library Board. The Library requires credit in any approved commercial product and must be

given a copy of the publication or film for inclusion in the Library's collections. Depending upon the scope and nature of the commercial project, the Library Board may assess fees for the photography and recording requests.

Patrons who are using the Cudahy Family Library's meeting room spaces may arrange for commercial photography or recording of their event. Such commercial photography or recording is restricted to the space reserved by the patron, and the patron is responsible for any necessary permissions.

The Cudahy Family Library reserves the right to document its services and the public's use of the Library. Official representatives of the Library may take photographs, videotape, or use other recording devices within the Library and at library-related events and activities for Library purposes. These images and/or recordings may be copied, displayed, published, and telecast for such purposes as promotion, publicity, and news to inform the public about the Library. This policy extends to photography and recording at events sponsored by the Friends of Cudahy Library and the Cudahy Family Library Endowment Fund, Inc.