



## PHOTOGRAPHING & RECORDING POLICY

The library has adopted the following policy regarding taking of photographs or videos of the library building and grounds. 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 may be library locations and/or exhibition areas where taking of photographs or videos is restricted or prohibited (i.e., restrooms, rooms reserved for nursing, child care areas, exhibitions, and archival materials). Taking photographs or videos of, or in, areas reserved for staff use only is also prohibited. If tripods, lights, or other specialized equipment is to be used, requests must be made at least 24 hours in advance. Persons taking photographs and videos shall not (i) compromise a patron or staff member's right to privacy, (ii) harass, intimidate, or threaten a patron or staff member, or (iii) block library aisles, walkways, stairwells, doors or exits.

### Exterior Photography and Videos

Taking photographs and videos outside of the library building and/or of the library grounds does not require permission. However, activity may not impede the ingress or egress of persons going to or from the library building.

### Commercial Photography and Videos

The library may permit use of its facilities for the taking of commercial photographs or 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 may charge a fee to offset costs incurred by the library to provide access to the facility. Permission to utilize the library building and grounds for commercial purposes must be requested at least one week in advance.

### Photography and Videos of Materials and Resources

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

### Library Photography, Videos, and Recordings

The library may take photos, videos, and audio recording at the library and during library events to use in its publicity materials and on its website and social media sites. The library reserves the right to document its services and the public's use of the library building and grounds (including on the library website and social media platforms). Any individual that does not wish the library to use a photograph, video, or audio recording of them or their child should inform the library prior to or while such photographs, videos, or audio recordings are being taken.

### Performer Photography, Videos, and Recordings

Any performer that wishes to bring in professional recording equipment to record their performance or presentation must make the request in the program contract. The library reserves the right, in its sole

discretion, to deny use of recording equipment, and will determine where any permitted recording equipment is allowed in the space.

Additionally, the library will not assume any liability for the damage/destruction of any equipment brought in by performers, presenters, or audio/video engineers. A certificate of liability insurance listing the library as an additional insured is required for any recordings that are permitted by the library.

#### Library Board Meetings

In accordance with Section 120/2.05 of the Illinois Open Meetings Act [5 ILCS 120/1 *et seq.*], any person may record the proceedings of the Board of Trustees and other meetings required by the Act to be open to the public. The recordings may be made by audio, video, or other means and shall not disrupt the meeting or create a safety hazard.

#### 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 or video or for copyrighted materials. The library undertakes no responsibility for obtaining these releases or permissions.

#### Compliance with Policy

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