

## **PHOTOGRAPHY & VIDEO POLICY**

The library has a significant interest in maintaining an environment that allows patrons to freely access library information and resources. This significant interest 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 provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior when it occurs, the library has adopted the following policy regarding the taking of photographs or videos inside the library building.

### **General Policy**

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 the taking of photographs or videos is restricted or prohibited (i.e., restrooms, rooms reserved for nursing, childcare areas, museum artifacts, 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. (See also, *Patron Behavior Policy*)

### **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 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 will charge a fee to offset costs incurred by the library to provide access to the facility and 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 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 Recording**

The library may take photos, videos, and audio recordings 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. These photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any library website or social media site). Any individual that does not wish the library to use a photograph or video of them or their child should inform a library staff member prior to or while such photographs or videos are being taken.

### **Library Board Meetings**

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the library board and other meetings required by the Act to be open to the public. The recordings may be made by tape, film 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.

## **Right Subject to 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.

Rev. 08/2017

Rev. 07/2019

## **SECURITY CAMERAS**

The Crete Public Library District strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected public areas of the library premises are under continuous video surveillance and recording. While the library recognizes that video surveillance will not prevent all incidents, video surveillance as a deterrent and as a means of identifying and prosecuting offenders is considered worthwhile.

### **Guidelines**

Signage disclosing video surveillance will be posted at the library entrance. Images from the system are stored digitally at the library. With the exception of images relating to specific incidents, it is the intent of the library to retain all recorded images until such time as the image capacity of the recording system is reached, generally up to 30 days. Typically, images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the Executive Director. All other requests to view footage shall be referred to the Executive Director.

When an incident occurs on the library premises:

- Video image recordings will be used to identify the person or persons responsible for library policy violations, criminal activity, or actions considered disruptive to normal library operations.
- Video recordings may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Video recordings of incidents will be retained and reviewed as long as considered necessary by the Executive Director.
- Images may be shared with other library staff to identify persons banned from library property and to maintain a safe and secure environment.

CPLD 07/2019