

# Lone Cone Library District

## Photography & Video Recording Policy

### General Photography and Video Recording Activities

Libraries are subject to similar rules associated with a sidewalk or a public park, meaning that there are few restrictions that can be placed on a photographer when they wish to take photos or video in open, public areas of a facility. That being said, library staff members have the right to impose certain time, place, or manner restrictions for safety reasons and for continuous library operations.

The use of photographic equipment – such as tripods or lighting – is not permitted because of safety, liability and other issues, unless previously authorized by library leadership. Library staff members may stop any photography or video recording that appears to interfere with the library's ability to conduct business, or that compromises public safety or security.

Photographers/videographers are asked to be respectful of other library users and to observe the following:

- Refrain from disturbing other library users (examples: using tripods or flash photography).
- Taking photos/video of specific, copyrighted (or otherwise protected) materials for the purpose of redistribution is not permitted.
- Taking photos, video, or audio of any other person in restrooms is not permitted.
- Taking photos, video, or audio of any other person in staff-only areas is not permitted.

Members of the media are asked to notify the library's communication specialist or administrative staff prior to or upon entering the library to alert staff of the intent to photograph or video inside the library. When possible, staff in the facility will be notified in advance to avoid potential interruption of library services and operations.

Please note that Lone Cone Library staff may take photographs or video footage of people of all ages at the library and library sponsored events. If you do not want to be photographed or filmed, please "opt out" by notifying library staff. Names of patrons will not be used in publicity without consent.

Photographic, audio, or video recordings may be used for the following purposes:

- Conference presentations
- Educational presentations or courses
- Informational presentations
- On-line educational videos
- Educational videos
- Social media posts
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## **Closed Circuit Television (CCTV) Monitoring**

The library strives to provide a welcoming and safe environment where people can use the library's facilities and resources. The library has installed video surveillance cameras to promote safety for customers and staff and to provide extra security for its valuable resources and facilities. Video surveillance will be used, when necessary and under specific guidelines, to provide staff and law enforcement assistance in investigating and prosecuting criminal activity and violations of the Library's Code of Conduct. Cameras will be installed to cover entrances and exits to and from the buildings, near valuable collections or resources, and public use areas. They will not be used where staff and customers have an expectation of privacy such as inside of restrooms. **There will be public notice of video surveillance equipment in use in the building.** The Director and his/her designee(s) will have access to real-time monitors and archived materials to pursue alleged violations of the Library's Code of Conduct and/or incidents of criminal activities. Police access to archived video surveillance camera footage is given pursuant to a subpoena, court order, or other situations required by law when such requests are submitted to the Director or his/her designee.