

POLICY ON VIDEO TAPING, PHOTOGRAPHY, AND OTHER RECORDING DEVICES INSIDE THE ST. CHARLES PUBLIC LIBRARY



Video camera, cell phone cameras, movie cameras, and still cameras, whether film or electronic, with or without flash or flood lighting, are prohibited inside the library without the specific written approval of the Manager in Charge except when undertaken by Library staff and officially recognized media.

Attendance at programs and events sponsored by the St. Charles Public Library may be recorded through photographs or video. These images may be used for Library promotional purposes or posted on the Library's website.

The Library will post this policy prominently throughout the Library, noting that if individuals or their family members do not want to be photographed, they should notify a member of the Library staff prior to the program.

Members of the media also may photograph patrons and staff at programs and events sponsored by the St. Charles Public Library, following notification of a member of the Library staff prior to the program.

No written consent is required in situations involving library staff and media; however, verbal consent should be solicited as a good will gesture, especially in the case of young children by making their parents aware that the photos may be used in electronic and print publications.

In all other situations (photography at non-Library sponsored events by non-library and non-media personnel) written permission must be obtained from the Manager in Charge (Permission Form for Video Taping, Photography, and Other Recording Devices Inside the St. Charles Public Library) and from the individuals being photographed.

The Manager in Charge shall grant permission in accordance with the following principles:

1. Privacy of patrons is the primary consideration. No patron or any person shall be photographed or recorded inside the library without his or her specific written consent, except as described above and then only in accordance with the Illinois Open Meetings Act, 5 ILCS 120/2.05 and subject to the privacy provisions of "Broadcast or Televised Testimony," 735 ILCS 5/8-701, and the Library Records Confidentiality Act, 75 ILCS 70/1.
2. Photography at library board meetings or other public body meetings will be permitted only in accordance with the Illinois Open Meeting Act, and other statutes, as set forth above.

Adopted: 1/12/05

Revised: 7/25/13; 6/26/17

PERMISSION FORM

– FOR VIDEO TAPING, PHOTOGRAPHY, AND OTHER RECORDING DEVICES INSIDE THE ST. CHARLES PUBLIC LIBRARY



I have received and understand the policy of the St. Charles Public Library concerning video taping, photography, and other recording devices inside the St. Charles Public Library. I agree to comply with all the terms of the policy.

Name: _____

Address: _____

Date: _____

Signature

Permission is given to the above individual for the following date and time:

Date: _____

Time: _____

Signature of Manager in Charge: _____

Date: _____

Manager in Charge should give the original Permission Form to the patron and submit a copy to the Director.