

# PHOTOGRAPHY, SECURITY CAMERA AND OTHER RECORDING DEVICES POLICY

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**Purpose:** The purpose of this policy is to enhance the physical security of the building, its property, staff and patrons. The policy protects the confidentiality of our patrons and staff in the public space and ensures their freedom from harassment, intimidation and threats to their safety and well-being.

**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 specialized equipment is used. However, there are Library locations and/or display areas where the taking of photographs or videos is restricted or prohibited (i.e. restrooms, rooms reserved for nursing, and child care areas). Taking photographs or videos of, or in, areas reserved for staff use only is prohibited. If tripods, lights or other specialized equipment is to be used, requests using the attached Permission form 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.

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.

**Library Photography, Video Recording:** 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.

**Library Board Meetings:** Photography at Library board meetings or other public body meetings will be permitted only in accordance with the Illinois Open Meetings Act, and other statutes, as set forth above.

**Security Cameras:** The Library has signage outside its main entrance to alert patrons of the use of video surveillance on our premises. The recordings are stored by a secure third party vendor and not routinely retained by the Library. Records of video surveillance in the Library are protected under the same considerations of privacy and confidentiality as all other Library records, and the same rules and guidelines for access apply.

**Liability:** Persons involved in taking photographs or videos are solely liable for any injuries to person 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 for copyrighted materials. The Library undertakes no responsibility for obtaining these releases or permissions. The Library reserves the right to ask any individual or group violating this policy to cease taking photographs or videos.

Adopted: 1/12/05. Revised: 7/25/13; 6/26/17; 7/14/21; 5/11/22

# PERMISSION FORM

## PHOTOGRAPHY AND OTHER RECORDING DEVICES INSIDE THE ST. CHARLES PUBLIC LIBRARY

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I have received and understand the policy of the St. Charles Public Library concerning 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: \_\_\_\_\_

Date: \_\_\_\_\_  
Manager in Charge Signature \_\_\_\_\_

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

1/27/05; 2/9/05; 7/30/07;  
6/26/17; 7/14/21