



Photography, Security Camera and Other Recording Devices Policy

Purpose

The purpose of this policy is to establish clear guidelines for the public's use of recording devices and photography within the Library, as well as to outline how and under what circumstances the Library will utilize security camera footage and photographs.

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 (including but not limited to restrooms, rooms reserved for nursing, employee only, etc.). 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.

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. Individuals or their family members who do not want to be photographed should notify a member of the Library staff prior to attending a program.

Library Board Meetings

Photography at Library board meetings or other public body meetings will be permitted in accordance with the Illinois Open Meetings Act, and other relevant statutes.

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.

Liability

People involved in taking photographs or videos 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: 5/11/22; 11/13/2024



Permission Form: 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 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.

7/14/21