

Tri-Township Public Library District Photography and Filming Policy

The Tri-Township Public Library District may accommodate requests for photography or filming provided such photography or filming does not interfere with ordinary Library operations or patrons' rights to privacy. Photography or videography is generally permitted if it is for general Library promotion by the Library or media, student projects and/or strictly for personal use. Photography or filming for commercial use is strictly restricted, which includes self-promotion for social media. (See next paragraph.) Visitors may take casual photographs or video recordings in the Library as long as no other patron images are captured. The use of additional equipment, such as tripods or lighting, is not permitted because of safety, liability and other issues, unless previously approved by the Library Director.

In order to provide all the Library users with the safest and most pleasant Library experience, no commercial photography or filming may occur in the Library without the prior permission and approval of the Library Director or their designee; this includes self-promotion for social media. Commercial photography requests and filming requests must be submitted in writing for approval to the Library Director at least 7 days prior to visiting the Library.

In order to reduce distractions and protect the rights of Library patrons and staff, and to promote safety, photographing and filming in the Library are restricted as set forth in this policy. The Library Director is authorized to act accordingly, including limiting photography or filming by individuals whose activities interfere with Library environment or operations, adversely affect public safety or cause public disturbances. The Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate. For purposes of this policy, photography or filming refers to all current and future static, still or video imaging.

PATRON PHOTOGRAPHY AND FILMING

Under no circumstances may the public or members of the media take photographs, video recordings, or live stream without the express permission of any Library patrons or staff who would be prominently included within the composition. Capturing identifiable likeness of individuals or their computer screens, books, documents, or other materials and registration and circulation records is not permitted without their consent in writing. If any person to be photographed or filmed is under 18 years of age, permission must be obtained in writing by the photographer or videographer from a parent or adult guardian on behalf of said minor child. Individuals who photograph or film inside the Library must honor requests from patrons and staff who do not want to be included in photos or recordings. If the photography or filming requires a significant amount of time and/or equipment setup, the Library Director should be contacted in writing at least 7 days prior to photographing or filming so that proper accommodations can be made. All photography and recording must be carried out so as not to disturb Library users or staff and not block aisles, walkways, stairwells, doors or exits.

Photography and filming is never allowed in restrooms and is not permitted in non-public (staff only) areas unless consent is given by the Library Director to do so. Library access by photographers may be limited either by time constraints or to specific areas depending upon such impact or effect such sessions could have on other Library users. In all instances, the Library reserves the right to cease photography or filming if it results in disruption of the ordinary Library environment or operations. The Library accepts no liability for the use of photos or film resulting from this activity.

PHOTOGRAPHY AND FILMING

The staff of the Tri-Township Public Library District regularly takes photographs or videos of patrons and staff at Library programs, workshops, classes and in other Library spaces. Many of these photos/videos will be used in print and electronic marketing materials. Others will be posted on the Library's website and on the Library's different social media accounts. Attendance at Library programs, events or Library spaces constitutes consent to be photographed or filmed for use in print and/or electronic publicity of the Library. Photos, images and videos submitted by users for galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of individuals and children, images will not be identified using full name without written approval from the parent or guardian. If a patron does not want the Library to use a photo or video of them or of their child, they must inform the Library staff member who is coordinating the event. This policy extends to photographing and filming by Library staff at Friends of the Library events and at any of the Library's outreach efforts in the community, including at public events.

FAILURE TO COMPLY

Those not following this policy may be asked to put away their equipment or leave the Library.

DAMAGES AND LIABILITY

Any individual using the Library shall be held responsible for willful or accidental damage to the Library building, grounds, collections or furniture caused by the individual or group.

APPEAL AND REVIEW

The Board of Trustees of the Tri-Township Public Library District will review the *Photography and Filming Policy* and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Library Director to waive regulations under appropriate circumstances. The Library Director is the chief person empowered to make decisions regarding photography and filming within the Library. Any appeals for changes to, or exceptions to, any portion of the Photography and Filming Policy will be considered. An individual wishing to file an appeal shall submit it to the Library Director in writing. The Library Director will respond in writing. Please note that any appeal will also be presented to the Tri-Township Public Library District's Board of Trustees at the next Library Board Meeting in order to notify an appeal took place.

OPEN MEETINGS ACT EXCEPTION

Notwithstanding any other section of this policy to the contrary, any person may record the proceedings at Library meetings required to be open under the *Illinois Open Meetings Act* by tape, film, or other means, with the following exceptions:

- (a) taping shall not interfere with the overall decorum and proceedings of the meeting i.e., the machine and/or operator must be quiet and unobtrusive;
- (b) the machine and/or operator shall not interfere with the auditory rights of the other citizens; and
- (c) no recording or filming will be allowed as set forth under statute 735 ILCS 5/8, which provides that "No witness shall be compelled to testify in any proceeding conducted by a court, commission, administrative agency or other tribunal in this State if any portion of his or her testimony is to be broadcast or televised or if motion pictures are to be taken of him or her while he or she is testifying." In this regard, Section 2.05 of the Open Meetings Act provides that, "If a witness at any meeting required to be open by this Act which is conducted by a commission, administrative agency or

other tribunal, refuses to testify on the grounds that he may not be compelled to testify if any portion of his testimony is to be broadcast or televised or if motion pictures are to be taken of him while he is testifying, the authority holding the meeting shall prohibit such recording during the testimony of the witness.." (5 ILCS 120/2.05) The Library will make reasonable accommodations for those wishing to record the meeting and request they stay in the area designated for the public.

Date Revised: 08/02/2022

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