

## **Whipple Free Library**

### **Photography, Videography, and Audio Recording Policy**

#### Purpose of Policy

The Whipple Free Library has a significant interest in maintaining an environment that allows patrons of all ages to freely and safely access library information and resources and protect their privacy.

Public libraries are considered “limited public forums” and therefore are obligated only to permit the public to exercise rights that are consistent with the nature of a library. Library policies can establish reasonable restrictions on filming/recording of non-core activities. For example, libraries can limit where someone can film, whether patrons can be filmed with/without their consent, filming of children’s story time, or filming in area where patrons are reading.

#### Policy

##### **Users filming or recording in the library**

Photography and videography are only permitted in public areas of the library building. Non-public areas are posted. Taking photos or videos in non-public spaces such as restrooms, areas reserved for staff use only, and staff breakroom are prohibited.

Photos and videos may be taken in public areas of adult library users and library staff in the performance of their duties.

Those taking photographs or videos are restricted as follows:

- A subject 18 years old or younger must not be photographed, filmed or audio-recorded without first obtaining verbal or written permission from a parent or guardian. Obtaining this permission is the sole responsibility of the person photographing, videoing, or recording.
- Photography, videography, and audio recording sessions must comply with library patron privacy policies, as well as federal, state, and local laws. People must not record, or film what library users are reading/viewing.
- Photographing, videoing or audio recording must not disrupt library business, interfere with library staff in the performance of their duties, damage or alter library property, block doors, exits, aisles or cause any safety hazards.
- Anyone photographing, videoing and audio recording must comply with the Library User’s Conduct Policy. Harassment of library users and staff is prohibited. Harassment is defined as any unwanted behavior, physical or verbal, that makes a reasonable person feel uncomfortable, humiliated, or mentally stressed.

The library reserves the right to ask any individual or group violating this policy to cease taking photos or videos.

##### **Library filming or recording in the building or on the grounds**

The library reserves the right to document its services and the public’s use of the library building and grounds. The library may take photos, videos, or audio recordings at the library or during library events to use in its advertising, on its website, or on social media sites. Any individual who does not wish the library to use a photograph or video of them or their child should inform library staff prior to or while photographs or videos are being taken.

*Adopted by Whipple Free Library Board of Trustees 4/18/2023*