



THAYER PUBLIC LIBRARY
TRUSTEE POLICY

APPROVED: 1/8/2024

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Policies and Guidelines for Photography and Recording

The purpose of this policy is to set guidelines that balance the privacy rights of library staff and patrons with the reasonable use of cameras for photography and recording on library property. The library facility is a public building subject to similar rules associated with a sidewalk or public park, and few restrictions can be placed on a photographer when they wish to take photos or videos in open, public areas of the facility.

To protect the rights and safety of library patrons, volunteers, and staff, photographing and filming in the library is allowed only to the extent that does not interfere in anyway with Library operations.

Library staff reserves the right to restrict or prohibit photography when it may physically damage materials, disrupt other readers, or create a safety hazard.

Photographs may be taken of attendees at library programs and events. Patrons and parents/guardians of children who do not wish to be photographed are asked to inform library staff at the start of the program, and every effort will be made to avoid photographing people who do not wish to be photographed. Library events at times are recorded and aired live or at a later date on BCAM-TV or on social media platforms. Staff members will make every effort to notify patrons when photography and/or video/audio filming is taking place that might include patrons in such recording. If a patron expresses an objection to his/her inclusion in such recording, staff members will oblige.

Photographers /videographers are asked to be respectful of other library users and to observe the following:

- Persons photographing, videotaping, or recording on library premises have the responsibility for obtaining the necessary releases and permissions from persons who are to be photographed, videotaped, or recorded.
- The photographer will honor the requests of anyone in the library who does not wish to be photographed or recorded and shall not compromise a patron or staff member's right to privacy.
- Refrain from disturbing other library users.
- Taking photos or making a recording of any kind in restrooms is not permitted.
- Taking photos or making a recording of any kind in staff-only areas is not permitted.