

<p style="text-align:center">MIDLOTHIAN PUBLIC LIBRARY PHOTOGRAPHY AND VIDEOGRAPHY POLICY</p>

I. PURPOSE

The purpose of this policy is to set forth guidelines for photography and videography in the library both by library staff and by members of the public.

II. PHOTOGRAPHY AND VIDEOGRAPHY BY LIBRARY STAFF

- A. The Midlothian Public Library issues newsletters, updates its website and produces public affairs materials dealing with library services and programs. The staff of the Library regularly takes photographs or videos of patrons and staff at library sponsored programs, workshops, and classes and in other library spaces. Photographs, video recordings, and audio recordings of library program participants produced for these purposes help the library illustrate scope and benefits of library use.
- B. By participating in library programs, workshops, and classes, a participant consents to be photographed and/or filmed and to the use by the Library of the participant's image in photographs, video recordings, and audio recordings in library newsletters, the website, and/or public affairs materials. In addition to publication in the Library newsletter and newspapers, these images may be accessible to the public on the Library's website, as well as on social networking sites.
- C. Library program participants who do not wish to be photographed or do not wish their children to be photographed must notify the library staff to that effect.
- D. The Library will not name persons in photographs or videos without their permission or, in the case of participants who are minors, their parent or legal guardian's consent.

III. PHOTOGRAPHY AND VIDEOGRAPHY BY MEMBERS OF THE PUBLIC

- A. 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 other specialized equipment is used. However, photography and videography are prohibited in areas where there is a reasonable expectation of privacy, e.g., in public restrooms. Taking photographs or videos in areas reserved for staff use only is also prohibited.
- B. If tripods, lights, or other specialized equipment is to be used, a request for permission must be made at least 24 hours in advance.

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- C. The Library may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the library and is accordance with the rest of this policy. The library may charge a fee to offset costs incurred by the library to access the facility and prior permission must be sought at least one week in advance.

- D. Persons taking photographs and videos shall not:
 - 1. Compromise a patron or staff member's right to privacy,
 - 2. Harass, intimidate, or threaten a patron or staff member, or
 - 3. Block library aisles, walkways, stairwells, doors, or exits.

- E. Photographing, filming, and audio recording of library programs is permitted provided that permission has been granted in advance by the presenter or the owner of any copyrighted material.

- F. The Library permits the taking of photographs and videos of its publicly available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

- G. 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 entry or exit of patrons or staff to or from the library building.

- H. Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the Board of Trustees and other meetings required by the Act to be open to the public. The recordings may be made by audio, video, or other means and shall not disrupt the meeting or create a safety hazard.

- I. Persons involved in taking photographs or videos are solely liable for any injuries to persons 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 purposes. The library undertakes no responsibility for obtaining these releases or permissions.

- J. The library reserves the right to ask any individual or group violating this policy to cease the taking of photographs or videos.

Adopted as Program Participant's Consent Policy 3/2017, Reviewed 2/2018, 2/2019, 5/2020, 9/2021, Renamed and revised 8/2022, Reviewed 1/2023, Revised 2/2024