



## BERWYN PUBLIC LIBRARY

### **Photography and Video Policy**

The Berwyn Public Library is a public facility and a person's presence may be recorded or publically known. The Library reserves the right to document its services and the public's use of the library building and grounds

#### **Library Photography, Videos and Recordings:**

The Library may take photos, videos, and audio recordings at the library and during library events to use in its publicity materials and on its website and social media sites. The Library reserves the right to document its services and the public's use of the library building and grounds. These photographs, videos and audio recordings may be copied, displayed, televised and published (including on the Library website or social media site). By participating in Library programs, events or classes, a participant consents to being photographed and/or filmed and to use of the participant's image in any format in Library newsletters, on the website, on social media sites or other forms of publicity. The Library will not name persons in photographs or video without their permission or, in the case of a minor, the parent or legal guardian's permission. Any individual that does not wish the Library to use a photograph or video of them or their child should inform a Library staff member prior to or while such photographs or videos are being taken.

#### **General Policy:**

Permission is not required to take photographs or videos in public areas of the library building or the exterior of the building for personal, noncommercial use if no tripods, lights or other specialized equipment is being used. However there may be library locations and/or exhibition areas where the taking of photographs or videos is prohibited (i.e. restrooms, staff only areas etc.). If tripods, lights or other specialized equipment is to be used, requests must be made at least 24 hours in advance to the Library Director. Persons taking photographs or videos shall not:

1. Compromise a patron or staff member's right to privacy.
2. Harass, intimidate, or threaten a staff member or patron.
3. Block library aisles, walkways, stairways, doors or exits.

#### **Commercial Photography and Videos:**

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 accommodates the rest of this policy. The library may charge a fee to offset costs by the library to provide access to the facility and prior permission must be sought from the Library Director at least one week in advance.

#### **Photography and Videos of Materials and Resources:**

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.

#### **Performer photography, videos and recordings:**

Any performer that wants to bring in professional recording equipment to record their performance must request permission in writing at least one week prior to the performance. The Library reserves the right, in its sole discretion, to deny use of recording equipment and will determine where any permitted recording equipment is allowed in the space. Additionally, the Library will not assume any liability for the damage/destruction of any equipment brought in by performers or audio/video engineers. A certificate of liability insurance listing the City of Berwyn as an additional insured may be required for any recordings that are permitted by the Library.

**Library Board Meetings:**

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 Library Board and other meeting required by the Act to be open to the public. The recordings may be made by tape, film or other means and shall not disrupt the meeting or create a safety hazard.

**Liability:**

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 photographs or video of for copyrighted materials. The Library undertakes no responsibility for obtaining these releases or permissions.

**Right Subject to Compliance with Policy:**

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