



C-007

## Richmond Heights Memorial Library PHOTOGRAPHY AND RECORDING POLICY

The Richmond Heights Memorial Library strives to provide and maintain an environment in which patrons are able to use the Library's resources, services and programs as effectively as possible. A photography and recording policy has been established to govern photography and the use of recording devices by Library staff and the public in order to ensure that this activity does not interfere with the provision of Library services and that personal privacy is maintained.

### Photography/Recording by the Library

The Library reserves the right to document its services and the public's use of the Library by taking photographs and making video or audio recordings of its programs, events, activities and their participants for use in brochures, flyers, web pages, news releases, or other promotional materials. To ensure the privacy of all individuals, including children, images will not be identified using personal identifying information or full names without written approval from the photographed subject or parent/guardian if a minor. In some instances, a patron's first name may be included with a photograph, unless the Library is instructed that this is not acceptable to the individual or the individual's parent/guardian. Those wishing not to be photographed or recorded should inform the photographer or Library staff ([Photo Exclusion Form](#)). This policy extends to photographs and recording by Library staff at Library Foundation events.

### Photography/Recording by Others

All other photography or recording inside Library facilities requires the prior permission of Library staff. Permission to photograph individuals must be granted by those individuals or their guardians. Any such photographers are responsible for arranging all necessary releases and permissions from persons who are filmed or photographed.

The Library welcomes news media photographers and reporters documenting stories or projects that directly involve the Library and its programs, resources and services, provided that advance notice is given, patron use of the Library is not impeded, and the provisions of this policy are followed.

No commercial photography or recording in Library facilities is permissible without the express written permission of the Library Director or the Director's designee, which shall set forth the conditions under which the photography or recording may take place. The Library requires credit, in print, in any finished product when photographs/video recordings are used for commercial purposes.



Amature, non-flash photography is permitted at Library programs and events for personal use, not for publication or broadcast, provided that it is not disruptive and does not capture any identifiable likenesses of individuals without their permission. Taking photographs at outside presenter events is subject to the wishes of the individual presenter. Video recording of Library programs and events is strictly prohibited.

Community organizations holding scheduled events or meetings in the Library study or meeting rooms may arrange for their own photography or video recording of their event. Such photography and video recording must be for personal use, not for publication or broadcast and is restricted to the space reserved by the group.

Any authorization granted pursuant to this policy to permit photography or filming may be revoked at any time upon failure to comply with the terms of this policy or other rules and regulations of the Library.

*Adopted by the RHML Library Board of Trustees September 20, 2021*