

SECTION:	PS 2	OPERATIONS
SUBSECTION:	PS 2.5	PUBLIC INFORMATION & MEDIA RELATIONS
POLICY:	PS 2.53	PHOTOGRAPHY OR VIDEO RECORDING IN THE LIBRARY
REVISIONS:		06/21/23

Photography or videography is generally permitted in public areas of the library if it is for general Public Library promotion by the media, student projects, and/or strictly for personal use.

In order to protect the rights of individual Library patrons and to reduce distractions, photographing and videotaping on Library property are restricted as follows:

- Under no circumstances may the public, members of the media, or Library staff take photographs or videotape without the express written permission of any Library patrons or their guardians who would be prominently included within the composition, as this violates the expectation of privacy within a limited public forum.
 - Minors cannot give permission – only their guardian can grant permission.
 - Library staff will not administer permissions for members of the public to take photographs and/or videos of other individuals.

Non-flash photography and/or videography is permitted at Library programs and events for personal use, not for publication or broadcast, provided that it is not disruptive and does not capture any identifiable likenesses of individuals without their consent. Taking photos and/or videos at Library events is subject to the wishes of the individual author or paid performer/presenter.

Programmers performing in ACDL spaces may not use photographs or video from the event for promotional uses. Performers may not list the Library as a customer, nor imply the Library endorses their services.

Community organizations (legal nonprofits and governmental agencies) holding scheduled events or meetings in ACDL study, conference or meeting rooms may arrange for their own photography of videography of their event. The public may photograph and/or video record community events or meetings so long as the activity does not compromise public safety or security, or interfere with the ability of the meeting organizer to conduct the business of the meeting. The photographs and/or videos may not capture any identifiable likenesses of individuals without their written permission

Photographs and/or videos of specific, copyrighted (or otherwise protected) materials for the purpose of redistribution is prohibited.

ACDL staff may stop any photography and/or videography that appears to interfere with ACDL's ability to conduct business, violates a patron's privacy or that compromises public safety or security.

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Commercial Photography/Videography

Requests to photograph or videotape for commercial purposes are not permitted without prior written approval by the Library Director. Requests for permission to photograph or videotape for commercial purposes must be submitted in writing for review by the Library Director, who shall set forth the conditions under which the photography or videography may take place.

Wedding or Portrait Photography/Videography

Those wishing to use ACDL facilities for family or wedding photography and/or videography should secure permission from the manager of the Library location of preference to ensure the request does not affect ACDL's ability to conduct business or compromise public safety or security.

Media Provisions

ACDL welcomes news media photographers, videographers and reporters documenting stories or projects that directly involve ACDL and its programs, resources and/or services, provided that notice is given and approved, the public use of the Library is not impeded, and the above provisions are followed. Requests must be made through the Library Director.

Photography and/or videography of the exterior areas of the Library property is allowed, as long as such activity complies with the Code of Conduct and does not interfere with the flow of traffic and with customers or staff wishing to enter or leave the building. The photographs and/or videos may not capture any identifiable likenesses of individuals without their written permission.

News media photographers, videographers and reporters must not approach minors for photography and/or videography requests unless an accompanying guardian grants permission. Minors are not able to provide consent and such requests are expressly prohibited.

News media must not approach patrons, or conduct or schedule interviews with the public about non-Library stories or projects.

News media should direct requests for Library space for a press conference to the manager of the Library location of preference.

(Significant portions of this document were copied verbatim from Toledo Lucas County Public Library's Photography and Videography Policy, retrieved June 2, 2023)