

B8. PHOTOGRAPHY, VIDEO, AND AUDIO RECORDING POLICY

POLICY:

As stated in the Conduct in the Library Policy, the Park Ridge Public Library maintains a safe, clean, courteous, respectful and productive environment for all Library patrons and staff. Towards this end, the Library maintains policies, including this Photography, Video, and Audio Recording Policy, that protect the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being.

LIBRARY PATRONS - RULES

1. Permission is not required for photography, video or audio recording in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, photography, video, and audio recording is prohibited in certain library locations (i.e., restrooms, spaces reserved for nursing, childcare areas, areas reserved for staff only, and exhibition areas displaying museum artifacts and archival materials). If tripods, lights, or other specialized equipment is to be used, requests with the Library Director must be made at least 24 hours in advance.
2. *Prohibited Use.* The Library building is a limited public forum. Photography, video, and audio recording is prohibited when it: (1) compromises a patron or staff member's right to privacy, (2) harasses, intimidates, or threatens a patron or staff member, (3) interferes with a staff member's ability to perform their duties, or (4) blocks library aisles, walkways, stairwells, doors, or exits.
3. *Exterior Photography, Video and Audio Recording.* Photography, video, and audio recording outside of the Library building while on Library grounds does not require permission, provided the activity does not impede the entering or exiting of patrons or staff to or from the Library building and otherwise complies with this Policy.
4. *Commercial Photography, Video, and Audio Recording.* The Library may permit use of its facilities for commercial photography, video, and audio recording if the project does not interfere with the mission of the Library and otherwise complies with this Policy. The Library may charge a fee to offset costs incurred by the Library to provide access to the facility, and prior permission from the Library Director must be sought at least one week in advance.
5. *Photography, Video and Audio Recording of Materials and Resources.* The Library permits photography, video and audio recording of its publicly available collections, provided such activity otherwise complies with this Policy. Patrons are solely responsible for obtaining consent or other permission when taking photographs, videos, or audio recordings of copyrighted materials.
6. *Liability.* Patrons involved in taking photographs, videos or audio recordings 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 or for copyrighted materials. The Library does not assume any responsibility for obtaining these releases or permissions.

7. *Enforcement.* The Library reserves the right to ask any individual or group violating this Policy to cease the taking of photographs, videos, or audio recordings. Violations may result in removal from the facility and/or suspension of library privileges. Illegal activity may result in arrest.

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Library staff may take photographs of patrons attending Library programs or activities for the purpose of inclusion in Library publications, to publish on its website, or share on social media. Print publications include the newsletter, brochures, or other printed materials. Attendees consent to having their photograph taken and used for such purposes.

RULES:

1. If a Library patron does not wish for themselves or their child to be photographed, the patron must notify Library staff to that effect.
2. The Library will not identify, by name, patron(s) in photographs used on the Library website, social media, or in print publications unless granted permission to do so by the patron(s).
3. When the Library plans to identify a patron by name in a photograph, the patron will be asked to provide verbal or written consent prior to such publication. Names of minors will not be included with photographs unless the Library obtains parental consent.

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