

# Photography and Recording Policy

## Hillside Public Library

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### Purpose

The Hillside Public Library has a significant interest in maintaining an environment that allows patrons to freely access library information and resources. This interest requires the library to maintain policies that protect the privacy of its patrons and staff members and ensure their freedom from harassment, intimidation, and threats to their safety and wellbeing. To provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior when it occurs, the library has adopted the following policy regarding the taking of photos or videos inside library facilities and on library premises.

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### General Information

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, there may be library locations and/or exhibition areas where the taking of photographs and videos is restricted or prohibited. Prohibited areas include but are not limited to museum artifacts, archival materials, or areas where people have a reasonable expectation of privacy, such as restroom, rooms reserved for nursing, or child care areas. Taking photographs or videos of or in areas reserved for staff use is also prohibited. 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 or their designee.

Persons taking photographs and videos shall not:

- Compromise a patron or staff member's right to privacy;
  - Harass, intimidate, or threaten a patron or staff member;
  - Block library aisles, walkways, stairwells, doors, or exits, or otherwise compromise safety mandates;
  - Violate local, state, or federal statutes or ordinances; or
  - Violate election laws when the library is being used as a polling place.
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### Exterior Photography and Videos

Taking photos and videos outside of the library building and/or of the library grounds does not require permission. However, the activity may not impede the ingress or egress of patrons or staff to or from the library building.

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## 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 is in accordance with the rest of this policy and all other applicable policies. The library will charge a fee to offset costs incurred by the library to provide access to the facility and prior permission must be sought at least one week in advance.

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## 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.

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## Library Photography, Videos, and Recording

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 any library website or social media platform). Any individual who does not wish for the library to use a photograph or video of them or their child should inform a staff member prior to or while such photographs or videos are being taken.

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## Performer Photography, Videos, and Recording

Any contracted library performer or presenter who wishes to bring in professional recording equipment to record their performance must do so 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 or destruction of any equipment brought in by performers or audio/video engineers. A certificate of liability insurance listing the library as an additional insured is required for any recordings that are permitted by the library.

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## 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 Board of Library Trustees and other meetings 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.

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## 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 photograph or video or for copyrighted materials. The library undertakes no responsibility for obtaining these releases or permissions.

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## 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.

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## Approval

Approved by the Hillside Public Library Board of Trustees  
May 15, 2024