



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559  
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westmontlibrary.org

*Providing the community with the keys to lifelong learning.*

### **Photography and Recordings Policy**

#### **Purpose**

The purpose of this policy is to set guidelines that balance the privacy rights of library staff and patrons with the reasonable use of cameras for photography and recording on library property. For the purposes of this policy, “recordings” includes video, audio, and live streaming. “Specialized equipment” refers to larger equipment that could impede foot traffic or create a similar disturbance to library operations. “Photography” includes still images.

#### **Photography and Recordings by Library Patrons**

Permission is not required to take photographs or recordings in the public areas of the library for personal, non-commercial use if non-specialized equipment is used. If specialized equipment is to be used, requests must be made at least 24 hours in advance to the Library Director. For a fee the library may permit use of the facility for commercial photographs or recordings as long as the activity does not interfere with normal library operations and prior permission is granted by the Library Director. Photographs and recordings are not allowed in non-public areas (restrooms and staff only areas) unless consent is given by the Library Director. Permission to photograph or record any person under 18 years of age must be obtained from a parent/guardian on behalf of said minor child. Library staff reserve the right to stop anyone from taking photographs or recordings if it compromises a patron or staff member’s right to privacy, results in disruption of normal library operation, is deemed to be harassing, intimidating, or threatening toward a patron or staff member, or if the activity blocks walkways, doors, or stairways. Taking photographs and recordings of the exterior building and grounds does not require permission but the activity may not impede the ingress or egress to or from the library building or property.

#### **Library Board Meetings**

In accordance with the Illinois Open Meetings Act, any person may record the proceedings at library board meetings by audio, film, or other recording means and shall not disrupt the meeting or create a safety hazard.

#### **Photography and Recordings by Library Staff**

The staff of the Westmont Public Library routinely take photographs and recordings of patrons and staff at library programs. Many of these photographs and recordings will be used in marketing materials, on the library’s website, and on the library’s social media accounts. Attendance at library programs constitutes consent to be photographed or recorded. To ensure the privacy of individuals and children, images will not include the full name of participants without written approval from the parent/guardian. If a patron does not want the library to use a photograph or recording, he/she must inform library staff. This policy extends to photographs and recordings by library staff at any of the library’s outreach events in the community.

## **Video Surveillance**

The Westmont Public Library strives to maintain a safe and secure environment for its staff and patrons and as such, selected public areas of the library premises are under continuous video surveillance and recording. Signs disclosing video surveillance will be posted at the library entrance. It is the intent of the library to retain all recorded images for a minimum of 30 days, or until image capacity of the recording system is reached. Staff will follow record retention guidelines when disposing of video recordings. Access to the recordings are only available to staff members on the Person-in-Charge list and the Library Board President. Video recordings from the library's surveillance system are subject to Freedom of Information Act requests.

Video surveillance general guidelines:

- Video recordings will be used to identify the person or persons responsible for library policy violations, criminal activity, or actions considered disruptive to normal library operations.
- Video recordings may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Video recordings of incidents can be retained and reviewed as long as considered necessary by the Library Director.
- Images may be shared with other library staff to identify person(s) banned from library property and to maintain a safe and secure environment.

## **Liability and Enforcement**

Members of the public who take photographs or recordings are solely liable for any injuries to persons or property that result from their activities on library property. They are responsible for obtaining necessary releases and permissions required by law and obtaining consent or other permission when taking photographs or recordings of copyrighted material. Library staff reserve the right to ask any individual or group who violates this policy to cease taking photographs or recordings on library property.