

Media Recording Policy

Many people visit libraries for online meetings or to view the architecture, evaluate the collection, or see historic documents or artifacts, and wish to have a photographic souvenir or record of their visit. Photography, video, audio, and other media recording or streaming of the library building, grounds, and collections for personal use is permitted, with certain limitations.

The obligation of the Library is to provide a space where patrons can make use of the library without unnecessary intrusion. In order to protect the rights of individual patrons and to reduce distractions, photography, streaming and other media recording (“media recording”) is restricted.

- Anyone wishing to photograph or record patrons or staff in the Library for non-commercial purposes is required to receive express permission from the subjects first. This applies to anyone who would be prominently included within the composition or recording.
- Taking photos or media recordings of a minor, an individual under the age of 18, requires the prior permission of the minor’s parent or guardian, and is the responsibility of the photographer.
- Photography or media recording must not interfere with the provision of library services. Staff will terminate any media recording session that appears to compromise public safety, security, or infringes on staff or patrons’ right to privacy. Members of the public that refuse to comply may be asked to leave the library.
- Photography or media recording for commercial purposes is not permitted without prior written approval by the director or the director’s designee.

Adopted by the Board of Trustees on August 12, 2021.