

Photography and Videography Policy

Policy

To provide all the Library's patrons with the safest and most pleasant library experience, those wishing to use cameras and/or recording equipment within Olive Free Library facilities must have their request approved 24 hours in advance by the Library Director. Those photographing or videotaping children must have both the verbal permission of the Library Director and a written release signed in advance by each child's legal guardian. Those photographing or videotaping adults must have verbal permission from the subject as well as from the Library Director. Those not following this policy may be asked to put away their equipment, delete images, or leave the facility.

Library access may be limited to specific areas and times.

Library Spokesperson

To provide the most current and consistent information about the library, all contact with news media will be carried out through the Library Director or Board President. The Library Board President is the spokesperson for the Library Board of Trustees. All inquiries from reporters or other media persons should be reported immediately to the Library Director. The Library Director will return media inquiries within 48 hours. Employees and Board Members should avoid public speculation on any topic and refrain from offering personal opinions about library policies or programs, even when asked to do so by a reporter.

Inquiries related to the underlying principles of a policy that are open to interpretation from a political, constitutional, and/or legal perspective should be referred to the Library Director. Examples of such policies include but are not limited to those covering internet access, intellectual freedom, collection development, and meeting room issues.

Newsgathering in the Library

Members of the media who wish to conduct newsgathering in the Library must make themselves known to the Library Director or the staff member in charge of the building in the Library Director's absence. Newsgathering that is considered disruptive to staff or patrons may be a reason to be asked to leave (see Code of Conduct). Examples of behavior that can be disruptive, interfere with the operation of the library or its use by other patrons, or be inconsistent with the library's mission include (but are not limited to):

- Interviewing at other than normal conversational voice levels
- photographing, video recording, or audio recording patrons or staff. (see Photography or recording by members of the public below.)

Staff members witnessing members of the media engaged in such activity must inform them of the policy and ask that they request and gain permission from the Library Director before further conducting newsgathering in the Library.

Photography or recording by the library

Olive Free Library staff can photograph, film, and record library events and patrons for promotional purposes. Attendance at an Olive Free Library-sponsored class or event constitutes the consent of all attendees, and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or videos at the sole discretion of the Olive Free Library. To ensure the privacy of all individuals, their images will not be identified using full names or personal identifying information without written permission from the photographed subject; or parent or legal guardian.

Photography or recording by members of the public

Photography and video/audio recording by visitors to the Library is generally permitted if it is strictly for personal use. Personal use does not include posting to any form of social media or publicly accessible website. Photographs and video/audio recording for commercial purposes is permitted only if the Library Director has expressly approved the activity 24 hours in advance.

All requests to use a library facility as a setting for photography or video/audio recording are to be referred to the Library Director, who has the responsibility and authority to evaluate the requests and monitor the recording. Requests will be evaluated regarding their impact on library operations and services.

To protect the rights of individual patrons and to prevent disruptions, interference with staff or patrons, or conduct inconsistent with the Library's mission, photography and video/audio recording on library property is restricted as follows:

1. Under no circumstances may the public or media members take photographs or record video or audio without the express permission of any library patron or staff member who would be included in the composition. In the case of minors, permission must come from the parent or legal guardian.
2. Members of the public and media are subject to the provisions of the Code of Conduct policy and may not disturb the normal operations of the library.
3. In the event of a critical incident or emergency requiring police or fire response, public and media access may be limited to allow emergency personnel to ensure safety and security.
4. The terms above apply to the members of the media as well as to amateur photographers and audio/video creators.

Any consent granted under this Policy to permit photography or video/audio recording may be revoked upon failure to comply with the terms of this Policy or the provisions of the Code of Conduct Policy.

Approved by the Olive Free Library Association Board of Trustees on December 14, 2022.