



# Silvis Public Library

806 1<sup>st</sup> Avenue  
Silvis, Illinois 61282  
(309)-755-3393

## Photography & Video Policy

### POLICY STATEMENT:

The Silvis Public Library has a significant interest in maintaining an environment that allows patrons to freely access library information and resources, while also protecting the privacy of its patrons and staff.

Photography and videos are allowed in the library. However, this significant interest requires the library to maintain policies 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.

### PROCEDURES:

- 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.
- Requests for using specialized equipment for photos or videos must be made at least one week in advance to the Library Director, or designee.
- Patrons may report objections to photography or videography occurring in the building to any staff member. Staff will immediately report the complaint to a supervisor on duty, or librarian in-charge.
- The supervisor or librarian-in-charge will assess the situation and determine if the behavior infringes on the privacy of the patron, is harassing, intimidating, or threatening in any way.
- If photography or videography is deemed inappropriate, the supervisor or librarian-in-charge will ask the patron to stop taking picture and/or video, and follow the procedures in the Behavior Policy.

### REGULATIONS:

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 or videos is restricted or prohibited (i.e., restrooms, or rooms reserved for nursing, child care areas, museum artifacts, and archival materials).

Taking photographs or videos of, or in, areas reserved for staff use only is also prohibited. Persons taking photographs and videos shall not:

1. Compromise a patron or staff member's right to privacy.
2. Harass, intimidate, or threaten a patron or staff member.
3. Block library aisles, walkways, stairwells, doors, or exits.

### Exterior Photography and Videos

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

### 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 contents of this policy.
- The library may charge a fee to offset costs incurred by the library to provide access to the facility. Prior permission is required at least one week in advance.

### Photography and Videos of Materials and Resources

- The library permits the taking of photographs and videos of its publicly-available collections.
- Patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials; or during library programs.

### Library Photography, Videos, and Recording

- The library may take photos, videos, and audio recordings at the library during library events to use in its publicity materials, including 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 any on library website or social media site).
- Any individual that does not wish the library to use a photograph, video, or audio recording of them or their child should inform a library staff member prior to, or while such photographs or videos, are being taken.
- Virtual library programs may be presented live, recorded, streamed, posted, and re-posted. Library staff must obtain permission with guest programmers regarding recordings/streaming, as allowable by law.

### 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 Library Board 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.

### Liability

- Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that results from their activities on library property:
  - Said persons 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.

### GUIDELINES:

The Silvis Public Library reserves the right to require any individual or group violating this policy to cease the taking of photographs, videos, or audio recordings.