

## **DeKalb Public Library Video and Photography Policy**

### **POLICY STATEMENT:**

The DeKalb Public Library's primary mission is to provide library services to the residents of DeKalb. Patrons engaging in photography, videotaping, or use of other recording devices may not interfere with the provision of library services. Additionally, the DeKalb Public Library uses security cameras to enhance the safety and security of library users, staff, and property. The primary use of security cameras is to discourage inappropriate and illegal behavior, and when necessary, recorded images from the library's cameras will be used to provide assistance to law enforcement officials for the purpose of prosecuting criminal activity.

The Board of Trustees authorizes the Library Director to establish reasonable procedures governing photography and videography in the library.

*Approved by the Board of Trustees 05/2018*

## **DeKalb Public Library Video and Photography Procedures**

### **PROCEDURES:**

#### **1. Use of Security Cameras and Audio and Video Images Taken by the Library**

- Security cameras are installed in selected interior and exterior locations where library patrons and staff would not have an expectation of privacy. Cameras are not installed in areas where members of the public and staff have a reasonable expectation of privacy, such as restrooms.
- A sign is posted at the library entrance informing the public that security cameras are in use.
- Activity is randomly monitored, and library staff have access to both recorded and real time security footage.
- Images and video may be used to identify individuals involved in incidents of criminal activity or violation of the library's conduct guidelines.
- The library may provide images or video to law enforcement to pursue legal recourse or upon request of the agency.
- Images are stored for up to 30 calendar days, unless they are required to be retained for a longer period of time as part of an ongoing investigation.
- The DeKalb Public Library reserves the right to utilize photographs or video taken by library staff at the library for publicity purposes in printed materials and online. By participating at or attending a library event, entering the library or library grounds, or utilizing library services, all library patrons consent to the use of their photo taken by library staff at the library or during library events, unless the patron specifically informs library staff of an objection to such use. No names will be utilized in conjunction with photos without express written consent. This policy extends to photographs and filming by library staff at Friends of the Library events and at library booths and programs at public events in the community.

**2. Use of Audio and Video Equipment in the Library and on Library Grounds (but not at meetings of the Library Board of Trustees):**

- Patrons are allowed to take photographs or video footage of the library building, grounds, and collection, provided that such activities do not interfere with library operations, adversely affect public safety, violate patrons' rights to privacy, or cause public disturbances.
- Photographing, filming, or audio recording of members of the public without their consent, members of the library staff on duty, and public programs (unless permission has been granted in advance by the library) is prohibited.
- The use of any non-handheld equipment (tripods, lights, backdrops, etc.) requires advance approval by the Director, and may require insurance coverage. All such requests will be determined on a case by case basis and must be approved at least 24 hours prior to the time the equipment will be used. Tripods and other equipment may not obstruct passageways or cause disturbances to library users.
- In all instances, the library reserves the right to temporarily ban photography or filming if it results in disruption of the ordinary library environment or operations.
- The library accepts no liability for the use of photos or film taken in the library.

**3. Audio or Video Recording During Meetings of the Library Board of Trustees**

- Attendees at meetings of the library board of trustees are permitted to film or record the open portion of these meetings in accordance with the Open Meetings Act.