

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 or the Library's operations.

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 07/2025

DeKalb Public Library Video and Photography Procedures

PROCEDURES:

Use of Audio and Video Equipment in the Library and on Library Grounds for Commercial and Non-Commercial Purposes (but not at meetings of the Library Board of Trustees):

- a. Patrons are allowed to take photographs or video footage in public areas of the Library building, grounds, and collection for personal, non-commercial uses. However, any such photography or filming activities may not (1) interfere with Library operations; (2) adversely affect public safety; (3) violate patrons' rights to privacy in non-public areas; (4) cause public disturbances; (5) unreasonably disrupt a Library employee's ability to serve the needs of other patrons; (6) block any aisles, walkways, stairwells, doors, or exits; or (7) harass, intimidate, or threaten a Library patron or staff member. Taking photographs or video of or in areas reserved for Library staff use only or in other non-public areas of the Library is prohibited. There may also be Library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited due to a heightened expectation of privacy or intellectual property interest (i.e., restrooms, rooms reserved for nursing, child care areas, museum artifacts, and archival materials). Further, the taking of photographs, video, or audio recordings may be prohibited at certain Library programs.
- b. Professional photography and the use of non-handheld equipment (tripods, lights, backdrops, etc.) requires advance approval by the Director. Such requests must be made at least 48 hours prior to the time the equipment is proposed to be used. Insurance coverage may be required at the Director's discretion. Tripods and other equipment may not obstruct passageways or cause disturbances to Library users. The Library Director may deny any request to use such equipment if the request will interfere with Library operations.
- c. Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on Library property. They also 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.
- d. The 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.
- e. The taking of photographs or the recording of video footage for commercial purposes in the Library is prohibited without prior written consent by the Director.

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. Any such recording may not disrupt or interfere with the meeting or create a safety hazard.