

# **SINCLAIRVILLE FREE LIBRARY**

## **PHOTOGRAPHY AND VIDEO RECORDING POLICY**

As public buildings library facilities are subject to similar rules associated with a sidewalk or a public park, meaning that there are few restrictions that can be placed on a photographer when they wish to take photos or video in open, public areas of a facility. That being said, library staff members have the right to impose certain time, place, or manner restrictions for safety reasons and for continuous library operations.

The use of photographic equipment – such as tripods or lighting – is not permitted because of safety, liability and other issues, unless previously authorized by library leadership. Library staff members may stop any photography or video recording that appears to interfere with the library's ability to conduct business, or that compromises public safety or security.

Photographers/videographers are asked to be respectful of other library users and to observe the following:

- Refrain from disturbing other library users (examples: using tripods or flash photography).
- Taking photos/video of specific, copyrighted (or otherwise protected) materials for the purpose of redistribution is not permitted.
- Taking photos, video, or audio of any other person in restrooms is not permitted.
- Taking photos/video, or audio of any other person in staff-only areas is not permitted.
- Members of the media are asked to notify the Library Manager prior to or upon entering the library to alert staff of the intent to photograph or video inside the library. When possible, staff in the facility will be notified in advance to avoid potential interruption of library services and operations.

Please note that the Sinclairville Free Library staff may photograph and record programs and events for library publicity and promotional purposes. Library staff will make every effort to notify members of the public when photography and video recording is taking place, and any patrons who do not want to be photographed or recorded will be respected.

Approved by the Board of Trustees on **June 28, 2023**