

PHOTOGRAPHY, AUDIO AND VIDEO TAPING IN LIBRARY FACILITIES

To safeguard the privacy and safety of library patrons, the use of photographic and audio or video recording equipment (including still cameras, movie cameras, video cameras, and cell phone cameras) is prohibited inside library facilities without the prior approval of the Library Director, Branch Manager, or their designee(s). Once approved, use of photographic and audio or video recording equipment must be used in a manner that avoids inadvertent photographing or recording of library patrons or the library materials they are using. Anyone photographing or recording adults must have prior approval from the subject; anyone photographing or recording a child (under 18) must have prior approval of the child's legal guardian.

Library staff or their designee(s) may photograph or record library patrons or programs solely for official library purposes such as news, public relations, or archival purposes. In such cases, if the subject is identifiable, Library staff must obtain prior written approval from the subject or, in the case of a child, a legal guardian.

The Library reserves the right to terminate any photography or recording that causes a disturbance, violates Library policies, or endangers the health and safety of participants, Library patrons, Library staff or volunteers.

To maintain a safe and secure environment for its staff and patrons, the Library Board equips some library facilities with video cameras that are recording at all times. The library's video security system shall be used only for the protection and safety of patrons, employees, assets, property, and to assist law enforcement. Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Video cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy such as restrooms or employee break rooms. The video security cameras will be positioned to record only those areas specified by the Library Director or Branch Manager, and will complement other measures to maintain a safe and secure environment in compliance with library policies. Only the Library Director, Branch Managers, or their designees are authorized to operate the video security system. Access to video records shall be limited to authorized employees, for authorized purposes only. Images from the library video security system are stored digitally on hardware in the library. It is the intent of the library to retain all recorded images for approximately 30 days. Typically, images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the Library Director, Branch Manager, or other authorized employee. Any records produced by the video security system shall be kept in a secure manner and managed appropriately by the library to protect legal obligations. Only the Library Director shall be authorized to release any video record to any third-party other than law enforcement.