



## PHOTOGRAPHY AND VIDEOGRAPHY POLICY (2020)

The Vestavia Hills Library in the Forest strives to provide and maintain an environment in which patrons are able to use the Library's resources, services and programs as effectively as possible. A Photography and Videography Policy has been established to govern photography and the use of recording devices by Library staff and the public in order to ensure that this activity does not interfere with the provision of Library services and that personal privacy is maintained.

### INDIVIDUAL PHOTOGRAPHY

Photography is allowed as long as its use does not distract or disturb other patrons using the Library. Persons photographing on Library premises have the responsibility for obtaining the necessary releases and permissions from persons who are to be photographed. Taking photographs of a minor, an individual under the age of 18, requires the permission of the minor's parent or guardian. The Library undertakes no responsibility for obtaining these releases.

### COMMERCIAL PHOTOGRAPHY AND VIDEOGRAPHY

The Library does not permit commercial photography or videography. Any exception requires the express permission from the Library Director or, in his/her absence, Library Administration. Community organizations holding scheduled events or meetings in the Library study or meeting rooms may arrange for their own photography or videotaping/recording of their event. Such photography and videotaping is restricted to the space reserved by the group, and the group is responsible for any necessary releases and permissions.

### LIBRARY STAFF PHOTOGRAPHY/VIDEOTAPING

Library staff often photograph or shoot videos at Library events to use in Library publicity materials and on our website. The Library reserves the right to document its services and the public's use of the Library. Official representatives of the Library may take photographs, videotape, or use other recording devices within the Library and at Library-related events and activities for Library purposes. These photographs and video may be copied, displayed, published (including on any Library web presence), and telecast for such purposes as promotion, publicity, and news to inform the public about the Library. All such photography/videotaping will be in accordance with Library procedures.

To ensure the privacy of all individuals, including children, images will not be identified using personal identifying information or full names without written approval from the photographed subject or parent/guardian if a minor. In some instances, a patron's first name may be included with a photograph, unless the Library is instructed that this is not acceptable to the individual or the individual's parent/guardian. Those wishing not to be photographed or recorded should inform the photographer or Library staff. This policy extends to photographs and filming by Library staff at Friends of the Library and Library Foundation events and at Library booths and programs at public events in the community.

**Photography, videotaping, or use of other recording devices must not interfere with the provision of Library services. Staff will terminate any photography, videotaping, or recording session that appears to compromise public safety or security.**