Photography and Recording

Section 1. Purpose.

The St. Charles City-County Library District (the "Library") 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 recording 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.

Section 2. Photography and Recording by the Library.

The Library reserves the right to document its services and the public's use of its facilities by taking photographs and making video or audio recordings of its classes, events, activities and their participants for use on its website and social media accounts and in Library District publications, including but not limited to, brochures, flyers, news releases, and other promotional materials.

To ensure the privacy of all individuals, including children, images will not be identified using full names without written approval from the photographed subject or parent/guardian, if the subject is a minor. A patron's first name may be included with a photograph or other recording, unless the individual or the individual's parent/guardian instructs the Library that this is not acceptable. Those wishing not to be photographed or recorded should inform the photographer or Library staff.

This Policy extends to photographs and recordings taken by Library staff at events of the St. Charles City-County Library Foundation and/or Friends of the St. Charles City-County Library.

Section 3. Others' Photography and Recording.

All other photography or recording inside Library facilities requires the prior permission of Library staff. Permission to photograph or record individuals must be granted by those individuals or their parents/guardians. Any person taking such photographs or recordings is responsible for arranging all necessary releases and permissions from persons who will appear in or be the subject of the photograph or other recording.

Casual amateur, non-flash photography and recording is permitted at Library programs and events for personal use, not for publication or broadcast, provided that it is not disruptive. Further, any use of identifiable likenesses of other individuals requires their permission, and taking photographs or recordings at Library events remains subject to the wishes of the individual conducting the program or event (i.e. authors, performers, presenters, speakers, etc.).

The Library welcomes news media photographers and reporters documenting stories or projects that directly involve the Library and its programs, resources and services, provided that advance notice is given, patron use of the Library is not impeded, and the provisions of this Policy are followed.

No commercial photography or recording in Library District facilities is permissible without the express written permission of the Library’s Director & CEO or the Director & CEO’s designee, which shall set forth the conditions under which the photography or recording may take place and address rights to ownership of the photographs or recordings. The Library requires credit, in print, in any finished product when photographs or recordings are used for commercial purposes.
Community organizations holding scheduled events or meetings in the Library study or meeting rooms may arrange for their own photography or video recording of their event. Such photography and video recording must be for personal use, not for publication or broadcast and is restricted to the space reserved by the group.

Any authorization granted pursuant to this Policy to permit photography or recording may be revoked at any time upon failure to comply with the terms of this Policy or other rules and regulations of the Library.

Approved October 9, 2018