

## PHOTOGRAPHY AND RECORDING POLICY

### 1. GENERAL POLICY GOVERNING PHOTOGRAPHY AND RECORDING

The Urbana Free Library (the Library), The Friends of The Urbana Free Library (Friends), and The Urbana Free Library Foundation (Foundation) services, programs, and events may be recorded through photographs, video, and/or audio recordings. The Library, the Friends, and the Foundation frequently use photos/recordings of people enjoying all that the Library has to offer (on or off Library property) in publications and display spaces to promote the value, and use of, Library products, services, collections, and spaces to support and advance the mission of the Library and to raise awareness of everything the Library, Friends, and Foundation have to offer.

The Library will post information about the Photography and Recording Policy in various locations throughout the Library and on the Library's website. Individuals or their family members who do not want to be photographed should notify Library staff prior to or immediately after the program/event or interaction. Individuals whose images may be used will not be identified unless the Library has a signed release form from the individual or, in the case of a person under 18 years of age, that person's parent or lawful guardian. Individuals who find an image of themselves or a minor family member that they would like removed from Library, Friends, or Foundation materials are encouraged to contact the Library's Director of Development & Promotion or designee as soon as reasonably possible.

### 2. PHOTOGRAPHY AND RECORDING BY VISITORS

Visitors may take casual photographs or recordings in the Library. The uses of additional equipment, such as tripods or lighting, are not permitted because of safety, liability, and other issues, unless previously authorized in writing by the Library Executive Director or designee. Library staff may stop any photography or recording that appears to interfere with the Library's ability to conduct business, that compromises public safety or security, or that clearly and directly interferes with a Library patron's use of Library services, facilities, or materials.

Members of the media are expected to check in with the Library's Director of Development & Promotion or other Administrative staff prior to or upon entering the Library to alert staff of the intent to photograph or record inside the Library.

Visitors who seek to photograph or record within the Library must observe the following:

- Be respectful and refrain from disturbing Library users (e.g., tripods, flash photography, close-up photographing or recording).
- Taking photos/recordings of specific, copyrighted (or otherwise protected) materials for the purpose of redistribution or sale is prohibited.

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- Taking photos/recordings in non-public areas is prohibited unless consent is given by staff.

Adopted September 10, 2019