

## 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. These photographs and recordings may be used for the promotion of the Library, Friends, or Foundation.

The Library will post the Photography and Recording Policy 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 Community Engagement staff as soon as reasonably possible.

### 2. PHOTOGRAPHY AND RECORDING BY VISITORS

Visitors may take photographs or recordings in the Library, provided they observe the following:

- Are respectful and refrain from disturbing Library users (e.g., use tripods, flash photography, close-up photography or recording).
- Refrain from taking photos/recordings of specific, copyrighted (or otherwise protected) materials for the purpose of redistribution or sale.
- Refrain from taking photos/recordings in non-public areas unless consent is given by staff.

The use of additional equipment, such as tripods or lighting, is not permitted unless previously authorized by the Library's Executive Director or their designee. Library staff may stop any photography or recording that interferes 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 Community Engagement staff or Administrative staff prior to or upon entering the Library to alert staff of the intent to photograph or record inside the Library.

Adopted September 10, 2019

Revised September 12, 2023