



Photography and Video in the Library Policy

Created: September 2022: Reviewed and Approved September 2024

Purpose

The purpose of the Lincoln Pelham Public Library's Photography and Video in the Library Policy establishes guidelines for the collection and use of photographs and videos taken by staff of the Lincoln Pelham Public Library and its programming as well as any photographs or video taken by visitors to library branches or outreach events.

Policy Statement

The collection of photographs and videos is done under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) for several purposes including promotion and documentation. The privacy of clients and Library staff must not be violated.

Definitions

Express Consent: Express consent is obtained through specific written agreement of an individual by means of a completed and signed individual Photo Release Form or digitally during the registration process through Lincoln Pelham Public Library's online event registration software. (appendix A)

Implied Consent: Implied consent is obtained based on the actions of the individual and the specific circumstances. Consent may be implied if the person is advised that their image may be collected, either verbally or via signage.

Obtaining Permission

- Children under 18 years of age must have permission of the accompanying parent/guardian. During the online registration process express consent or dissent to photography will be obtained for all children and teen programming. Parent/guardians of the participant will be asked if they are comfortable with their children's photograph being taken for Library publicity. The online registration process will not be finalized unless the patron completes the answer to this question.

This policy will be available during the registration process.

- In the Library, signs will be posted throughout the building to notify patrons their picture may be taken:

“Your attendance at Lincoln Pelham Public Library programs may be digitally recorded through photographs or video recordings. These images/videos may be posted on our website, on social media outlets, or local publications. If you do not wish your image to be published, please notify Library staff before or immediately after the program. No individual identification will be used unless the library has obtained express consent.”

At the beginning of general or adult Library events where photos or videos may be taken, Library staff will announce:

“Library staff will be taking photographs which may be used for promotional purposes. Please notify staff if you do not want to be photographed.”

Staff Identification

Library staff that are working during a program or event and are responsible for taking photos/videos must wear appropriate Library identification.

Requirements for Use

- Photos of children under 18 years of age used in digital or print promotional materials must have obtained express consent from a parent/guardian.
- No permission is needed to take photos of crowds during Library events. However, the photo should only be used to represent or promote that event.
- Regarding children under 18 years of age, the Library will use or display only the child's first name, last initial and age to identify photographs or videos.

Liability

The Library accepts no liability for the use of photos or video resulting from the activity of any other person NOT under the direct supervision of the Lincoln Pelham Public Library. Any persons filming or photographing on Library premises have the sole responsibility for gaining all necessary releases and permission from persons who are filmed or photographed. Further, the photographer or videographer is solely responsible for ensuring that no copyright infringement occurs while conducting his/her activity. The library undertakes no responsibility for obtaining such releases.

Photographs and Video – Recorded by Members of the Public for Personal Use

Photography and video for personal use is allowed in library spaces provided:

- o there is no disruption to library services;
- o there is no damage to library property or materials;
- o the library's image and reputation are not harmed; and
- o other library visitors and staff are not recorded without their expressed consent.

The library reserves the right to stop filming or photography that is interfering with client or staff use of library spaces, or where there is deemed to be a risk to public or staff safety or security. · Only handheld cameras may be used; additional equipment, such as tripods or lighting, is not permitted without prior authorization. · Drones are not permitted for personal use. · For exclusive use of library spaces for personal or commercial use (e.g. wedding photos), please contact the Director of Community Engagement. Please note fees may apply where Lincoln Pelham Public Library spaces are used for commercial photography or special events.

Photography and Video – Recorded by Media for Commercial Use

All media inquiries should be directed to the Director of Community Engagement. · Media organizations are not authorized to approach clients within library spaces or at library events without prior consent from the Library. Where clients are to be interviewed/photographed/recorded by video, media organizations are responsible to ensure they secure their own permission and releases. ·

Commercial photography and film shoots are allowed with prior authorization and are to be coordinated with the Director of Community Engagement. · Fees may apply where Lincoln Pelham Public Library spaces are used for commercial photography or special events.

Drones are not allowed without appropriate authorization from Lincoln Pelham Public Library.

Public libraries are considered limited public forums, which means that recording may be allowed in certain circumstances. Notwithstanding this, [LPPL] can rely on its internal policies to limit or restrict recording in specific areas or situations, especially without prior permission. [...] Although the library is a public space, there is a reasonable expectation of privacy in certain areas, especially for children, patrons, and staff."

Appendix A

Photo/Video Release Form

By completing this form,

I _____ (please print) give permission to the Lincoln Pelham Public Library to use any photo, video or screen image taken of me and/or my children while visiting the Lincoln Pelham Public Library in person or online, or while participating in a Lincoln Pelham Public Library event or program in person or online. I understand the photo/video/screen image may be used for Library publicity and/or reproduction purposes including social media. LPPL attributes first names and first initials of last name to images.

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Name (please print): _____

Signature (parent, if child is under 18): _____

Address: _____

Email address: _____

Date: _____

FOR LIBRARY USE ONLY

Branch: _____

Event Name: _____