



Photography and Videography Policy November 2024

The Riverside Public Library ("Library") may accommodate photography or videography in conformance with the requirements set forth below in this policy (the "Policy") and so long as such photography or videography does not interfere with ordinary Library operations, interfere with patrons' and staff members' rights to privacy, adversely affect public safety, or cause public disturbances.

For purposes of this Policy, photography or videography refers to all current and future static, still or video imaging.

GENERAL POLICY

While the Library is a public place, it is considered a "limited public forum" under federal law, and the Library may therefore restrict certain activities within the Library, particularly conduct that would be disruptive to, or interfere with, the other patrons or staff or be inconsistent with the Library's mission.

Permission is not required for taking photographs or videos in the public areas of the Library for personal, non-commercial use if no tripods, lights or other specialized equipment is used. However, there may be areas where the taking of photographs or videos is prohibited (rest rooms, rooms reserved for nursing, protected archival materials). Taking photographs or videos of, or in, areas reserved for staff only use is prohibited. The use of additional equipment, such as tripods or lighting are not permitted because of safety, liability and other issues, unless previously approved by the Library Director.

Persons taking photographs and videos shall not compromise a patron or staff members right to privacy, harass, intimidate, or threaten a patron or staff member, or block aisles, walkways, stairwells, doors, or exits. Under no circumstances may the public or members of the media take photographs, videotape or live stream without the express permission of any Library patrons who would be prominently included within the composition. Persons taking photographs and videos shall not compromise an individual patron's right to receive information free from harassment, intimidation, or threats to their safety, well-being, and privacy rights. Capturing identifiable likeness of individuals or their computer screens, books, documents, or other materials and registration and circulation records, without their consent, should be avoided. Persons taking photographs and/or videos shall not violate these or any other rules, regulations, or ordinances of the Library, trespass into non-public spaces, become physically

violent, or be unreasonably disruptive to an employee's ability to serve patrons. Photography or videography may be limited either by time constraints or to specific areas depending upon such impact or effect such sessions could have upon other Library patrons. If any patron that will be photographed or videotaped is under eighteen (18) years of age, permission must be obtained by the photographer or videographer from a parent or adult guardian on behalf of said minor child.

EXTERIOR PHOTOGRAPHY AND VIDEOS

Taking photographs and videos outside of the Library building and/or of the Library grounds does not require permission. However, the activity may not impede patrons or staff from entering or exiting the building.

COMMERCIAL PHOTOGRAPHY AND VIDEOS

The Library may permit the use of its facilities for taking commercial photographs or videos if, in the discretion of the Library Director, the commercial photographs or videos do not interfere with the mission of the Library and is in accordance with the rest of this policy. No commercial or media photography may occur in the Library facilities without the prior written permission and approval of the Library Director. A *Commercial Photo/Audio/Film Request Form* must be submitted for each request. Approval shall contain the conditions under which the commercial or media photography/filming will take place, and address the rights to ownership of the photos/films. The Library reserves the right, in its sole discretion, to deny use of recording equipment, and will determine where any permitted recording equipment is allowed in the space. The Library will not assume any liability for the damage/destruction of any equipment brought in by a person, group, or their audio/video engineers. A certificate of liability insurance listing the Library as an additional insured is required for any commercial photography or videography recordings that are permitted by the Library. Depending on the scope of the request, a permit from the Village of Riverside may be required. https://codelibrary.amlegal.com/codes/riversideil/latest/riverside_II/0-0-0-6646

PHOTOGRAPHY AND VIDEOS OF MATERIALS AND RESOURCES

The Library permits the taking of photographs and videos of its publicly available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

LIBRARY PHOTOGRAPHY, VIDEOS, AND RECORDING

The Riverside Public Library may take photos, videos and audio recordings at the Library and during Library events and programs to use in its publicity materials and on its website and social media sites. The Library reserves the right to document

its services and the public's use of the Library building and grounds. Photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any Library website or social media site). Any individual that does not wish the Library to use a photograph or video of them or their child should inform a staff member prior to, or while, such photos or videos are being taken.

LIBRARY BOARD MEETINGS

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5ILCS 120/1 ET. Seq.), any person may record the proceedings of the Library Board and other meetings required by the Act to be open to the public. The recordings may be made by tape, film or other means and shall not disrupt the meeting or create a safety hazard.

No taping or filming will be allowed as set forth under 735 ILCS 5/8-701. That statute provides that "no witness shall be compelled to testify in any proceeding conducted by a court, commission, administrative agency or other tribunal in this State if any portion of his or her testimony is to be broadcast or televised or if motion pictures are to be taken of him or her while he or she is testifying." In this regard, Section 2.05 of the Open Meetings Act provides that, "[i]f a witness at any meeting required to be open by this Act which is conducted by a commission, administrative agency or other tribunal refuses to testify on the grounds that he may not be compelled to testify if any portion of his testimony is to be broadcast or televised or if motion pictures are to be taken of him while he is testifying, refuses to testify, the authority holding the meetings shall prohibit such recording during the testimony of the witness." (5 ILCS 120/2.05)

The Library will make reasonable accommodations for those wishing to record the meeting and request they stay in the area designated for the public.

LIABILITY

Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on library property. They also have sole responsibility for obtaining all the necessary releases and permissions required by law from persons who can be identified in any photograph or video for copyrighted materials. The Library undertakes no responsibility for obtaining these releases or permissions.

RIGHTS SUBJECT TO COMPLIANCE WITH POLICY

The Library reserves the right to ask any individual or group violating this policy to cease the taking of photographs or videos. The Library Director is the chief person empowered to make decisions regarding photography and filming within the Library, and is authorized to enforce the limitations on photography or videography by individuals whose activities interfere with Library environment or

operations, adversely affect public safety, cause public disturbances or are otherwise in violation of this Policy.

APPEAL AND REVIEW

The Board of Trustees of the Library will review this policy periodically and reserves the right to modify, amend or supplement it at any time. The Board authorizes the Library Director to waive regulations under appropriate circumstances.

Any appeals for changes to, or exceptions to, any portion of this Policy will be considered. An individual wishing to file an appeal shall submit it to the Library Director in writing. The Library Director will respond in writing.