

Carter Lake Public Library

Video Recording and Picture Policy

Purpose

The Carter Lake Public Library maintains an environment that allows patrons to access library information and resources. This requires the library to support policies that protect the privacy of its patrons and staff members and ensure their freedom from harassment, intimidation, and threats to their safety and well-being. As a limited public forum, the library may provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior when it occurs, the library has adopted the following policy regarding the taking of photographs or videos inside the library building.

General Policy

As public buildings library facilities are subject to similar rules associated with a sidewalk or a public park, meaning that there are few restrictions that can be placed on a photographer when they wish to take photos or video in open, public areas of a facility. That being said, library staff members have the right to impose specific time, place, or manner restrictions for safety reasons and for continuous library operations.

The use of photographic equipment – such as tripods or lighting – is not permitted because of safety, liability, and other issues, unless previously authorized by library leadership. Library staff members may stop any photography or video recording that appears to interfere with the library's ability to conduct business, or that compromises public safety or security.

These are outlines for taking videos and pictures while in the library.

- Permission is required from the parent or guardian of a child to take their video or photo.
- Refrain from disturbing other library users (examples: using tripods or flash photography).
- Taking photos/videos of specific, copyrighted (or otherwise protected) materials for the purpose of redistribution is not permitted.
- Taking photos, video, or audio of any other person in restrooms is not permitted.
- Taking photos/video, or audio of any other person in staff-only areas is not permitted.
- Members of the media are asked to notify the library's communication specialist or administrative staff prior to or upon entering the library to alert staff of the intent to photograph or video inside the library. When possible, staff in the facility will be notified in advance to avoid potential interruption of library services and operations.

Exterior Photography and Videos

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

Library Photography, Videos, and Recording

The library may take photos, videos, and audio recordings at the library and during library events 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. These photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any library website or social media

site). Any individual who does not wish the library to use a photograph or video of them or their child should inform a library staff member prior to or while such photographs or videos are being taken.

Library Board Meetings

Pursuant to chapter 21.5 of the Iowa Code, members of the public are allowed to use cameras and recording devices at open meetings, so long as they aren't disruptive.

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 necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The library undertakes no responsibility for obtaining these releases or permissions.

Right Subject to Compliance with Policy

The library reserves the right to ask any individual or group violating this policy to cease taking photographs or videos.

Recording or taking pictures of staff or minors, without consent, is not permitted.

Any person caught recording or taking pictures of children, **if they aren't a relative or have permission from the guardian**, will be asked to delete the video and leave library property. Refusal to do so will result in law enforcement being contacted.

The only exception for recording or taking a picture of a minor without their consent or a guardian's permission is if there is a perceived threat against oneself or others to show to staff. Should such an event happen library staff will assess the situation and contact authorities if needed while following the **Loitering Policy or Patron Conduct Policy** regarding the displayed behavior.

If the patron is repeatedly caught recording or taking pictures of minors, law enforcement will be called immediately and a life ban may be issued by staff.

Video Recording Policy
Adopted August 2020
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