

Policy and Procedure Manual	Section B10.2
Media Access & Consent Policy	Issued : February 16, 2009 Approving Authority: Board of Library Trustees

Media Photographing and Videotaping Policy

Photography or videography is generally permitted if it is for general library promotion by the media, student projects and/or strictly for personal use. In order to reduce distractions and protect the rights of library patrons and staff, photographing and videotaping on library property are restricted as follows:

1. **Permission from Library:** All photographers and videographers must notify the Public Information Coordinator at least 24 hours prior to visiting the library. Approval by the Library Director or Public Information Coordinator is required so proper arrangements can be made. All photographers and videographers must check in and check out at the Information Desk in the library lobby. Members of the media will be given a badge to wear while photographing and videotaping on library premises. Library staff should immediately report any members of the media who are photographing and videotaping on the premises without the proper credentials to the person in charge (PIC).
2. **Permission from Subjects:** Under no circumstances may the public or members of the media take photographs or videotape without the express permission of any Library patrons or staff who would be prominently included within the composition. If any person to be photographed or videotaped is under 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.

Requests for permission to photograph or videotape for commercial purposes must be submitted in writing for approval by the Library Director at least 30 days prior to visiting the library.