

Photographing, Videotaping and Use of Other Recording Devices Policy

The Library's *primary* mission is to provide Library services to the residents of The Smithtown Library. Photographing, videotaping, or use of other recording devices are not to interfere with the provision of Library services. Staff may terminate any photographing, videotaping, or recording sessions that may compromise public safety or security, or interfere with the Library's operations.

INDIVIDUAL PHOTOGRAPHY/VIDEOTAPING

Persons photographing, videotaping, or recording on Library premises must obtain the necessary releases and permissions from individuals who are to be photographed, videotaped, or recorded. Taking photographs or videotaping of a minor requires the permission of the minor's parent or guardian. The Library undertakes no responsibility for obtaining these releases. Persons undertaking such photographing, videotaping or recording will hold the Library harmless from any claims or actions made against the Library alleging illicit activities.

MEDIA OR COMMERCIAL PHOTOGRAPHY/VIDEOTAPING

The Library prohibits media or commercial photography or filming. Any exception requires the express written approval from the Library Director. A person filming or photographing must not disturb visitors/patrons or Library staff.

Community organizations conducting scheduled events or meetings in the Library's quiet rooms, conference rooms or meeting rooms may arrange for their own photographing or videotaping/recording of their event. Such photography and videotaping is restricted to the space reserved by the group, and the group is responsible for any necessary releases and permissions; and will hold harmless the Library with regard to any claims or actions alleging illicit photographing, videotaping or recording.

LIBRARY STAFF PHOTOGRAPHY/VIDEOTAPING

Library staff may take pictures or shoot videos at Library events to utilize in Library publicity materials and on the Library website. The Library reserves the right to display its services and the public's use of the Library. Official representatives of the Library may take photographs, videotape, or use other recording devices within the Library and at Library-related events and activities for Library purposes. These photographs and video may be displayed, published (including on the Library's website and/or social media), and telecast for such purposes as promotion, publicity, and news to inform the public regarding the Library.

Policy 700-200

If individuals do not desire the Library to utilize a picture or video of themselves or their child(ren), they are to advise a Library staff member prior to the event; notice of such is to be announced prior to an event.

This policy extends to photographing and filming by Library staff at Friends of the Library events and at Library booths and programs at Library/public events in the community.

Policy 700-200

Adopted: 7/21/15

Revised: 4/16/2024