

# **Allegan District Library Photography and Videography Policy**

## **Public Photography and Videography**

We are happy to have photographs or video taken of our building and grounds.

When taking photographs or video in the library please observe the following:

- Refrain from the use of equipment such as flashes and tripods that might disturb library users and obstruct passageways.
- Photographing, filming, or audio recording in areas marked “Staff Only” or at public service desks is prohibited.
- In order to protect patrons’ rights to use the library unimpeded, photographing, filming, or audio recording patrons using the library is prohibited unless permission has been granted in advance by the Library Director or designee.

## **Library Photography and Videography**

The Library uses photo and video of patrons in its print and online publications to promote the value and use of library materials and services. The Allegan District Library reserves the right to utilize photos or video taken at the library for publicity purposes in print and online publications. Patrons retain the right to inform staff of an objection to use of such photos or video. No names will be utilized in conjunction with photos or video without express consent.

## **Notice**

The following notice will be placed in the Library’s newsletter, on the website, and posted in programming spaces:

*“Programs, events and spaces may be photographed or videotaped to be utilized in the library’s print and online publications. Please, notify library staff if you prefer not to be photographed.”*

## **Review**

This policy will be reviewed by the Facilities Committee every four years.