



Little Chute Public Library

Gerard H. Van Hoof Memorial

Photography and Video Recording Policy

The Little Chute Public Library strives to maintain an environment that allows patrons to freely access the Library's information and resources. This requires the Library to maintain policies that protect the privacy of its patrons and staff members and that ensures their freedom from harassment, intimidation, and threats to their safety and well-being. In order to provide appropriate safeguards against such behavior, the Library has adopted the following policy regarding the taking of photographs and videos inside the Library building. Anyone failing to comply fully with this policy shall be ordered to immediately cease taking photographs or videos.

General Policy

Permission is not required for taking photographs or videos in public areas of the Library building for personal, noncommercial use if no tripods, lights, or other special equipment is used. However, there may be Library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited (i.e., restrooms and archival materials). Taking photographs or videos of library security devices or in areas reserved for staff use only is also prohibited. If tripods, lights, or other specialized equipment is needed, requests must be made at least 24 hours in advance. Anyone taking photographs and videos shall not compromise a patron or staff member's right to privacy in what they are reading or viewing; harass, intimidate, or threaten a patron or staff member; or block library aisles, walkways, stairwells, doors, or exits.

Exterior Photography and Videos

Taking photographs and videos outside the Library building and/or of the Library grounds does not require permission. However, the act of taking photographs or videos may not impede ingress or egress of patrons or staff to or from the building.

Library Photography, Videos, & Recordings

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 as well as the public's use of its building and grounds. These photographs, videos, and recordings may be copied, displayed, televised, and published (including on the Library's website and/or social media sites). Anyone who does not wish for 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.

Liability

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

Approved and adopted by the Little Chute Public Library Board of Trustees on November 19, 2024.