

## **POLICY**

Category: Access & Facilities

Number: E.07

### **Title: Photography and Recording in the Library**

Effective Date: February 13, 2021

Authorized By: Library Board of Trustees

Last Revision or Review: January 7, 2012

References: Wisconsin Open Meeting Law, Wisconsin Statute 19.90

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Photography, videography, and/or audio recording on Cudahy Family Library property is generally permitted if it is for the promotion of the Library by the news media, for non-profit or academic projects, and/or strictly for personal use. In order to protect the rights and privacy of library patrons and staff and to reduce distractions, prior permission is required for all professional and amateur photography, videography, and recording in the building and on the outside service areas during programming events.

Requests for permission are handled by the Library Director or supervisory staff and should generally be made at least 24 hours prior to the photography session. Permission will require that the photography, videography, and recording does not interfere with the provision of library services. Photographing the exterior of the library does not require permission, however, the process may not impede the ingress or egress of individuals to or from the building. Library staff will terminate any session that has not secured permission, that appears to compromise public safety or security of the building and collections, or that is disruptive to patrons or prevents access to services. Permission to photograph, film, or record does not release the entities involved from liability for injuries to persons or property that result from their activities on the library's premises.

Under no circumstances may the public or members of the media take photographs, video recordings, or audio recordings of library users without the permission of the individuals or staff who would be the primary subject within the composition. If library patrons request not to be included in any type of recording, their refusal must be respected. Taking photographs or recordings of a minor requires the permission of the minor's parent or guardian. The Cudahy Family Library undertakes no responsibility for any photographer's failure to obtain permission from patrons. To maintain privacy, images of patrons using an electronic device or reading print materials should not disclose the title or subject matter of the items being read or viewed.

Commercial photography, filming, or recording of Library property or activity is not permitted without prior permission from the Library Director or the Director's designee. Requests for permission to photograph or record for commercial purposes must be submitted in writing for review by the Library Director and / or the Library Board and should be submitted at least one week in advance. The Library requires credit in any approved commercial product and must be given a copy of the publication or film for inclusion in the Library's collections. Depending upon the scope and nature of the commercial project, the Library Board may assess fees for the request necessary for staffing expenses to open, secure, and monitor library premises during a shooting session.

Patrons who are using the Cudahy Family Library's meeting room spaces may arrange for commercial photography or recording of their event. Such commercial photography or recording is restricted to the space reserved by the patron, and the patron is responsible for any necessary permissions.

Patrons are allowed to take photographs and videos of the Library's publicly-available collections including materials in the Katherine Quentin Eaton Local History Collection with staff approval. (Local History Collection, C.03) Patrons are solely responsible for obtaining consent when taking photographs or videos of copyrighted materials.

Individuals who attend Library Board meetings may record the proceedings in open session pursuant to Wisconsin's Open Meeting Law, s. 19.90. The law states that the recording, filming, or photographing in a governmental body meeting must not interfere with the conduct of the meeting or the rights of the participants. The Library Board as the governmental body maintains ultimate control over matters of public conduct and decorum and may order the recording to cease if it is disruptive to the running of the meeting. The accommodation required by s. 19.90 does not apply to closed sessions. The Library Board may prohibit any of its members or any other individual present from recording or filming a closed session.

The Cudahy Family Library reserves the right to document its services and the public's use of the Library. Official representatives of the Library may take photographs, videos, or use other recording devices within the Library and at library-related events and activities for Library purposes. Every effort will be made to notify members of the public when these recordings are taking place so patrons who do not want to be photographed are not included. These images and/or recordings may be copied, displayed, published, posted on social media, and telecast for such purposes as promotion, publicity, and news to inform the public about the Library. Individuals in the images and/or recordings will not be identified by name without permission. This policy extends to photography and recording at events sponsored by the Friends of Cudahy Library and the Cudahy Family Library Endowment Fund, Inc.