EVERGREEN PARK PUBLIC LIBRARY
9400 S. Troy, Evergreen Park, IL 60805 • Phone: 708.422.8522 • *evergreenparklibrary.org*

Photography and Video Policy

The Evergreen Park Public Library has a significant interest in maintaining an environment that allows patrons to freely access library information and resources. This significant interest requires the library to maintain policies that protect the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being. In order to provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior when it occurs, the library has adopted the following policy regarding the taking of photographs or videos inside the library building.

General Policy
Permission is not required for taking photographs or videos in the public areas of the library building for personal, non-commercial use if no tripods, lights, or other specialized equipment is used. However, there may be library locations and/or exhibition or program areas where the taking of photographs or videos where taking of photographs or videos is restricted or prohibited (i.e., restrooms, rooms reserved for nursing, child care areas, museum artifacts, and archival materials). Taking photographs or videos of, or in, areas reserved for staff use only is also prohibited. If tripods, lights, or other specialized equipment is to be used, prior permission must be requested from the library director. Persons taking photographs and videos shall not 1) compromise a patron or staff member's right to privacy, 2) harass, intimidate, or threaten a patron or staff member, or 3) block aisles, walkways, stairwells, doors, or exits.

Exterior Photography and Videos
Taking photographs and videos outside of the library building and/or of the library grounds does not require permission. However, the activity may not impede the ingress or egress of patrons or staff to or from the library building.

Commercial Photography and Videos
The library may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the library and is in accordance with the rest of this policy. The library will charge a fee to offset costs incurred by the library to provide access to the facility and prior permission must be requested from the library director.

Photography and Videos of Materials and Resources
The library permits the taking of photographs and videos of its publicly-available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

Library Photography, Videos, and Recording
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 and the public's use of the library building and grounds. These photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any library web site or social media site). Any individual that does not wish the library to use a photograph of themselves or their child should inform a library staff member prior to or while such photographs or videos are being taken.

Library Board Meetings
Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the Library Board and other meetings required by the Act to be open to the public. The recordings may be made by tape, film, or other means and shall not disrupt the meeting or create a safety hazard.

Liability
Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video for copyrighted materials. The library undertakes no responsibility for obtaining these releases or permissions.

Right Subject to Compliance with Policy
The library reserves the right to ask any individual or group violating this policy to cease taking of photographs or videos.

Approved by the Evergreen Park Public Library Board of Trustees
April 14, 2021