

Geneva Public Library District (GPLD) 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 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, GPLD has adopted the following policy regarding the taking of photographs or videos inside the library building.

I. 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 specialized equipment is used. However, there may be library locations and/or exhibition areas where taking of photographs or videos is restricted or prohibited (i.e. restrooms, rooms reserved for nursing, child care areas, library 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, requests must be made 24 hours in advance. Persons taking photographs and videos shall not (i) compromise a patron or staff member's right to privacy, (ii) harass, intimidate, or threaten a patron or staff member, or (iii) block library aisles, walkways, stairwells, doors, or exits.

II. Exterior Photography and Video

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.

III. Commercial Photography and Video

GPLD may permit use of its facilities for taking 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. GPLD may charge a fee to offset costs incurred by GPLD to provide access to the facility and prior permission must be sought at least 72 hours in advance.

IV. Photography and Videos of Materials and Resources

GPLD 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.

V. Library Photography, Videos, and Recording

GPLD 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. GPLD 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, video, or audio recording of them or their child should inform a GPLD staff member prior or while such photographs, videos, or audio recordings are being taken.

VI. Library Board Meetings

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1et 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.

VII. Liability

Persons involved taking photographs or videos are solely liable for any inquiries 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 or for copyrighted materials. GPLD undertakes no responsibility for obtaining these releases or permissions.

VIII. Right Subject to Compliance with Policy

GPLD reserves the right to ask any individual or group violating the policy to cease taking of photographs or videos.

Approved 1/2022