

PUBLIC PHOTOGRAPHY AND FILMING POLICY

The Wheaton Public Library (WPL) may accommodate requests for photography or filming provided such photography or filming does not interfere with ordinary Library operations or patrons' rights to privacy. Photography or videography is generally permitted if it is for general Library promotion by the Library or media, student projects and/or strictly for personal use. Visitors may take casual photographs or video recordings in the Library. The use of additional equipment, such as tripods or lighting are not permitted because of safety, liability and other issues, unless previously approved by the Library Director.

In order to provide all the Library users with the safest and most pleasant Library experience, no commercial photography or filming may occur in the Library without the prior permission and approval of the Library Director, or her designee. Commercial photography requests and filming requests must be submitted in writing for approval by the Library Director at least 7 days prior to visiting the Library.

In order to reduce distractions and protect the rights of Library patrons and staff, and to promote safety, photographing and filming in the Library are restricted as set forth in this policy. The Library Director is authorized to act accordingly, including limiting photography or filming by individuals whose activities interfere with Library environment or operations, adversely affect public safety or cause public disturbances. The Library Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

For purposes of this policy, photography or filming refers to all current and future static, still or video imaging.

PATRON PHOTOGRAPHY AND FILMING

Under no circumstances may the public or members of the media take photographs, video recordings, or live stream without the express permission of any Library patrons or staff who would be prominently included within the composition. Capturing identifiable likeness of individuals or their computer screens, books, documents, or other materials and registration and circulation records, is not permitted without their consent. If any person to be photographed or filmed is under 18 years of age, permission must be obtained by the photographer or videographer from a parent or adult guardian on behalf of said minor child. Individuals who photograph or film inside the Library must honor requests from patrons and staff who do not want to be included in photos or recordings.

If the photography or filming requires a significant amount of time and/or equipment setup, the Library Director should be contacted at least 7 days prior to photographing or filming so that proper accommodations can be made. All photography and recording must be carried out so as not to disturb Library users or staff and not block aisles, walkways, stairwells, doors or exits.

Photography and filming is never allowed in restrooms, and is not permitted in non-public areas (staff only areas) unless consent is given by the Library Director to do so. Library access by photographers may be limited either by time constraints or to specific areas depending upon such impact or effect such sessions could have on other Library users.

In all instances, the Library reserves the right to cease photography or filming if it results in disruption of the ordinary Library environment or operations.

The Library accepts no liability for the use of photos or film resulting from this activity.

FAILURE TO COMPLY

Those not following this policy may be asked to put away their equipment or leave the Library.

DAMAGES AND LIABILITY

Any individual using the Library shall be held responsible for willful or accidental damage to the Library building, grounds, collections or furniture caused by the individual or group.

APPEAL AND REVIEW

The Library Board of Trustees of WPL will review the Photography and Filming Policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Library Director to waive regulations under appropriate circumstances. The Library Director is the chief person empowered to make decisions regarding photography and filming within the Library.

Any appeals for changes to, or exceptions to, any portion of the Photography and Filming Policy will be considered. An individual wishing to file an appeal shall submit it to the Library Director in writing. The Library Director will respond in writing.

Wheaton Public Library
Official Policy 10/21/2019