

Photographing, Videotaping and Use of Other Recording Devices Policy

The Library's *primary* mission is to provide Library services to the residents of the Smithtown Special Library District. Photographing, videotaping, or use of other recording devices may not interfere with the provisions of Library services. Staff may terminate any photographing, videotaping, or recording sessions that may compromise public safety or security, or interfere with the Library's operations. All photographing, videotaping or use of other recording devices will require the prior approval of the Library Director.

INDIVIDUAL PHOTOGRAPHY/VIDEOTAPING

Persons photographing, videotaping, or recording on Library premises must obtain the necessary releases and permissions from persons who are to be photographed, videotaped, or recorded. Taking photographs or videotaping of a minor requires the permission of the minor's parent or guardian. The Library undertakes no responsibility for obtaining these releases.

COMMERCIAL PHOTOGRAPHY/VIDEOTAPING

The Library does not permit commercial photography or filming. Any exception requires the express written permission from the Library Director.

Community organizations holding scheduled events or meetings in the Library's quiet rooms, conference rooms or meeting rooms may arrange for their own photographing or videotaping/recording of their event. Such photography and videotaping is restricted to the space reserved by the group, and the group is responsible for any necessary releases and permissions.

LIBRARY STAFF PHOTOGRAPHY/VIDEOTAPING

Library staff often take pictures or shoot videos at Library events to utilize in Library publicity materials and on the Library website. The Library reserves the right to document its services and the public's use of the Library. Official representatives of the Library may take photographs, videotape, or use other recording devices within the Library and at Library-related events and activities for Library purposes. These photographs and video may be copied, displayed, published (including on the Library's website), and telecast for such purposes as promotion, publicity, and news to inform the public regarding the Library. All such photography/videotaping will be in accordance with Library procedures.

If individuals do not desire the Library to utilize a picture or video of themselves or their child(ren), they are to advise a Library staff member prior to the event.

This policy extends to photographing and filming by Library staff at Friends of the Library events and at Library booths and programs at Library/public events in the community.