

## PHOTOGRAPHY, AUDIO/VISUAL RECORDING POLICY

### Guiding Principles

The Board of Trustees recognizes that in addition to being a vital resource for readers, researchers and civically active community members, the Islip Public Library is an attractive destination for other reasons for residents or other visitors.

As the Library is a public space, those who visit the Library can have no legal expectation of privacy. That said, the Library has these basic guidelines for photographers, whether professional or amateur:

- The taking of photographs or video/audio recordings must not interfere with anyone's use of the Library, interfere with the provision of library services, or compromise public safety.
- The photographer will honor the requests by anyone in the Library who does not wish to be photographed or recorded.
- Minors (individuals under the age of 18) may not be photographed or recorded without the consent of a parent or guardian, except by Library staff during library-sponsored programs and except incidentally in group or crowd photos.
- The use of tripods, stand-alone lighting equipment, microphones, or other accessories is not permitted without the permission of the Library's Director or the Director's designee.

Library staff members may terminate any photo, video, or audio session they determine to be in violation of the above guidelines or inconsistent with public safety or in violation of the Library's *Rules of Conduct Policy*.

Any persons photographing, filming or recording on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. The Library undertakes no responsibility for obtaining these releases.

### Library Staff Photography / Videotaping

The Islip Public 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 at library-sponsored events and activities for library purposes. These photographs and video may be copied, displayed, published (including on any of the Library's website and social media platforms), and telecast for such purposes as promotion, publicity, and news to inform the public about the Library, or to provide remote access to library programming. Attendance at an Islip Public Library-sponsored activity constitutes the consent of all attendees, and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs, films, or audio-video recordings at the sole discretion of the Library.

Patrons and parents/guardians of children who do not wish to be in library photos, videos or audio recordings are asked to inform library staff prior to an event or photo/recording session, and every effort will be made to accommodate such requests.

#### [Other Photography / Filming / Recording](#)

Community organizations holding scheduled events or meetings in library meeting rooms may arrange for their own photography 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.

#### [News Media Photography and Recording](#)

The Library has an open door policy for news media photographers and reporters who are doing stories or projects that directly involve the Library and its programs. The Library requests that media check in with the Director or the Director's designee prior to any planned photo shoot and respect the guidelines that apply to all photographers.