

## **PHOTOGRAPHY AND VIDEO-RECORDING IN THE LIBRARY**

### **Policy Statement**

In support of the library's policies on confidentiality (MNG-1) and customer behavior, the following guidelines have been established for photography and video-recording in the library.

### **Procedures**

1. Staff will make every effort to notify members of the public when photography, video, or audio recording is taking place.
2. If a member of the public or library staff does not wish to be photographed or recorded for publicity, those wishes will be respected whenever possible.

### **Guidelines**

#### **1. PHOTOGRAPHY BY LIBRARY STAFF**

The Manhattan Public Library is permitted to take photographs and video footage of people of all ages at the library and library sponsored events for publicity. Anyone who does not wish to be photographed or filmed may opt out by notifying library staff. Names of patrons will not be used in publicity without consent.

#### **2. PHOTOGRAPHY BY NON-LIBRARY STAFF**

Anyone who wishes to take pictures in the library should notify staff. Pictures of the building and facilities are welcome, but in order to respect the confidentiality and privacy of patrons, pictures of library users are not allowed without permission.

- a. Refrain from the use of flash equipment in reading rooms and other areas in which it might disturb library users.
- b. Equipment such as tripods may not obstruct passageways or cause disturbances to library users.
- c. Photography and video-recording must not disrupt service or violate the rights of users.
- d. Library access by photographers may be limited either by time or by area depending on the impact or effect upon library users.