

**COAL CITY PUBLIC LIBRARY DISTRICT
PHOTOGRAPHY AND VIDEO POLICY**

**APPROVED BY
THE BOARD OF TRUSTEES
OCTOBER 10, 2023**

**REVISED
OCTOBER 14, 2025**

***DENOTES LEGAL LANGUAGE**

COAL CITY PUBLIC LIBRARY DISTRICT

PHOTOGRAPHY AND VIDEO POLICY

PURPOSE

The purpose of this policy is to protect the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation and threats to their safety and well-being. As a limited public forum, the Library may provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior when it occurs.

GENERAL INFORMATION

Permission is not required to take photographs or videos in public areas of the Library buildings for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, there may be Library locations where taking of photographs or videos is restricted or prohibited (i.e., restrooms, spaces reserved for nursing, or other areas in which the subject has a reasonable expectation of privacy) including areas reserved for staff use only.* If tripods, lights or other specialized equipment is needed reservations must be made at least 24 hours in advance. Persons taking photographs and videos shall not compromise a patron or staff member's right to privacy, harass, intimidate or otherwise threaten a patron or staff member or block Library aisles, walkways, stairwells, doors or exits or create any other hazardous condition(s).*

EXTERIOR PHOTOGRAPHY AND VIDEOS

Taking photographs and videos outside of the Library building or on the Library grounds does not require permission. However, the activity may not impede patrons or staff from entering or exiting the Library building, or create any hazardous condition(s).*

COMMERCIAL PHOTOGRAPHY AND VIDEOS

The Library may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the Library and follows the guidelines of this policy. The Library may charge a fee to offset costs incurred to provide access to the facility, and written permission must be obtained at least one week in advance.*

PHOTOGRAPHY AND VIDEOS OF MATERIALS AND RESOURCES

The Library 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.

LIBRARY PHOTOGRAPHY, VIDEOS AND RECORDING

The Library 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. The Library 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 website or social media site). **Any individual that does not wish the Library to use a photograph or video of them or their child should inform a Library staff member prior to or while such photographs or videos are being taken.**

LIBRARY BOARD MEETINGS

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5ILCS 120/1 et seq.), any person may record the proceedings of the Library Board and other meetings required by the Act to be open to the public under those conditions set forth under the Act.* The recordings may be made by tape, film or other means and shall not disrupt the meeting or create a safety hazard.

LIABILITY *

Persons involved in taking photographs or videos are solely responsible for any injuries to persons or property that result from their activities on Library property. They also have sole responsibility for obtaining all necessary releases and permissions from persons who can be identified in any photograph or video or for copyrighted materials. The Library accepts no responsibility for obtaining said releases or permissions.

RIGHT TO SUBJECT TO COMPLIANCE WITH POLICY*

Violators of the policy will be subject to discipline, including but not limited to suspension of Library privileges.