

Photography and Recording Policy

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Amended July 10, 2024

The Rolling Meadows Library is committed to maintaining an environment where patrons can freely access library information and resources. To protect the privacy of patrons and staff, and to ensure a safe and welcoming environment, the following policy outlines the guidelines for taking photographs, videos, and audio recordings within the library premises.

General Policy

1. Personal, Noncommercial Use

- Photography and recording are permitted in public areas of the library for personal, noncommercial use, provided no tripods, lights, or specialized equipment are used.
- There are certain areas where photography and recording are prohibited, such as restrooms and any staff-only areas.
- Requests to use tripods, lights, or other specialized equipment must be made at least 24 hours in advance. Approval must be obtained from the Library Director or their designee.

2. Prohibited Conduct

Persons taking photographs or recordings must not:

- Compromise the privacy of patrons or staff.
- Harass, intimidate, or threaten any individual.
- Block aisles, walkways, stairwells, doors, or exits.

Exterior Photography and Recording

Photography and recording outside the library building and on library grounds do not require permission. This activity must not impede the ingress or egress of patrons or staff or block parking lots.

Commercial Photography and Recording

Use of library facilities for commercial photography or recording may be permitted if it aligns with the library's mission and policies. Requests must be made at least one week in advance, and a fee may be charged to offset costs. Approval must be obtained from the Library Director or their designee.

Performers and Contractors

Any contracted performer or programmer wishing to record their performance must submit a request in writing at least one week prior to the event. Approval must be obtained from the Library Director or their designee. The library reserves the right to deny the use of recording equipment and will determine where such equipment can be placed. Performers with recording equipment must provide a certificate of liability insurance listing the library as an additional insured.

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Photography and Videos of Materials and Resources

Patrons are allowed to take photographs and recordings of the library's publicly available collections. Responsibility for obtaining consent for photographing or recording copyrighted materials rests solely with the patron.

Library Photography, Videos, and Recording

- The library may document its services and the public's use of its building and grounds through photographs, videos, and audio recordings.
- This policy extends to photographs and recordings by library staff at any community outreach events in the immediate area where the outreach is taking place.
- These materials may be used in the library's publicity print or digital materials, website, and social media.
- No names will be utilized in conjunction with photographs without express written consent.
- Patrons who do not wish to be photographed or recorded should inform a library staff member before or during the event.

Library Board Meetings

In accordance with Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of Library Board meetings and other open meetings, provided that the recording does not disrupt the meeting or create a safety hazard.

Liability

Individuals taking photographs or recordings are solely responsible for any injuries to persons or property resulting from their activities. They must also obtain all necessary releases and permissions from identifiable persons or for copyrighted materials. The library assumes no responsibility for obtaining these releases or permissions.

Compliance with Policy

The library reserves the right to ask any individual or group violating this policy to cease taking photographs or recordings.