

La Porte County Public Library Photo and Video Policy

This policy applies to photo, video and media requests that involve La Porte County Public Library or take place on the Library's property. It covers any method of media capture, which includes - but is not limited to - still cameras, video cameras, tape recorders, microphones, mobile phones, electronic tables and computers.

The following will be observed, unless exceptions are made at the discretion of the Library's Assistant Director or Executive Director:

Library customers and staff members may not be photographed, filmed or audio-recorded without providing verbal or written permission. If the subject is 18-years-old or younger, verbal or written permission must be obtained by a parent or guardian.

Persons photographing, videotaping, or recording on Library premises have the sole responsibility for obtaining the necessary releases and permissions from persons who are to be photographed, videotaped, or recorded. The Library undertakes no responsibility for obtaining these releases.

Photographic, filming or audio-recording sessions may not disrupt Library business, damage or alter Library property, inhibit customer access, or cause other safety hazards.

Unapproved use of the Library's name, logo or image is prohibited.

Photographic, filming or audio-recording sessions must comply with the Library's Code of Conduct and meeting room policy.

Photographic, filming or audio-recording sessions must comply with the Library's customer privacy policies. Public libraries are considered limited public forums. Therefore, they have the right and duty to limit the activities of people on the Library's property.

All photographic, filming or audio-recordings must be in compliance with federal, state and local laws.

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, video, 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 about the Library. All such photography/videotaping will be in accordance with Library procedures. This policy extends to photographs and filming by Library staff at Friends of the Library events, at Library booths and programs at public events in the community.

This policy in no way restricts the Library from using monitoring devices to deter illegal activity or gain evidence of inappropriate activities.

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