

## **Library Photography and Video Policy**

Yankton Community Library (YCL) strives to maintain a safe, inviting, comfortable, and clean environment that allows patrons to freely and safely access library information and resources. This requires the library to maintain policies that protect the privacy of patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being. In order to provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior when it occurs, YCL has adopted the following policy regarding the taking of photographs or videos inside and outside the library building.

### **General Policy**

Photography and filming are allowed in the public spaces of YCL subject to the policies stated herein.

Photographers/videographers are asked to be respectful of other library users and to observe the following:

- Refrain from disturbing other library users. Any persons filming, photographing, and/or recording on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed, photographed or recorded.
- Taking photos/video of copyrighted (or otherwise protected) materials for the purpose of redistribution is not permitted and may be subject to legal action by the copyright holder.
- Members of the media are asked to notify the Library Director prior to or upon entering the library to alert staff of the intent to photograph or video inside the library. When possible, staff in the facility will be notified in advance to avoid potential interruption of library services and operations.

Persons taking photographs and videos shall not:

- Compromise or disrupt the right to privacy of any patron or staff member
- Harass, intimidate, or threaten a patron or staff member
- Block library aisles, walkways, doors, or exits
- Enter, attempt to enter, or remain in any area marked “STAFF ONLY” without express prior written permission
- Take photographs or video of areas designated “STAFF ONLY”
- Take photographs, video, or audio of any person in a restroom
- Engage in activity that disrupts or interferes with:
  - the normal operation or administration of YCL business;
  - the lawful use by YCL staff and patrons of YCL facilities;
  - YCL permitted activities.

### **Exterior Photography and Videos**

Taking photographs and videos outside of the library building and/or of the library grounds does not require permission. However, the activity may not impede patrons or staff entering or exiting the library building and must abide by the General Policy outlined above.

### **Library Photography, Videos, and Recording**

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 web site 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 staff will make every effort to notify members of the public when photography and video recording is taking place.

### **Right to Enforce Compliance with Policy**

No person shall refuse or fail to obey any Reasonable Directive of Library management as it pertains to any violation of this policy. Reasonable Directives include but are not limited to:

- Requests to cease taking photographs or video
- Requests to leave any restricted area
- Requests to leave YCL property when it is determined that any violation of this policy is severe or substantial.