

DEFIANCE PUBLIC LIBRARY SYSTEM

PHOTOGRAPHY & VIDEOGRAPHY GUIDELINES

GENERAL PATRON PRIVACY

Defiance Public Library System (“DPLS”) is committed to respecting and protecting the privacy of its patrons. Therefore:

- DPLS assumes that its patrons have a reasonable expectation of privacy during general use of Library facilities.
- If the Library wants an identifiable photo or recording of a patron or group of patrons during their regular use of the Library, the Library will obtain written and signed permission to use their likeness and/or voice.
- The public may take photographs and/or videos in public areas of the Library to document their own visit. However, such photography and/or videography may not include other patrons without their permission, as this violates the expectation of privacy within a limited public forum. Permission to photograph or video record individuals must be granted by those individuals or their guardians. Minors cannot give permission—only their guardians can grant permission. Library staff will not administer permissions for members of the public to take photographs and/or videos of other individuals.
- Public areas do not include areas where personal privacy would be expected (i.e., restrooms, staff-only areas) or areas and/or events where photography is prohibited by signage.
- Photographs and/or videos of specific, copyrighted (or otherwise protected) materials for the purpose of redistribution is prohibited.
- DPLS staff may terminate any photography and/or videography that appears to interfere with DPLS’ ability to conduct business, violates a patron’s privacy, or that compromises public safety or security.

PRIVACY AT PROGRAMS, CLASSES, AND EVENTS

- Non-flash photography and/or videography is permitted at Library programs and events for personal use, provided it is not disruptive and does not capture any identifiable likenesses of individuals without their permission.
- By attending an event (that is, by entering the location in which an event is occurring with the intent to participate either actively or passively), patrons consent to photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction to be used for news, webcasts, promotional purposes, telecasts, advertising, inclusion on websites, social media, or any other purpose by DPLS and its partners. Any individual who 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 are being taken. Patrons may decline consent to be photographed or recorded by the library at any event or class without being barred from the event in question. Patrons will never be required to provide a reason for declining consent.

- It is expected that patrons who decline consent will cooperate with Library staff in their efforts to comply with their decision to decline consent, up to and including requests that they relocate and/or sit in locations that will be outside a shot or out of range of recording equipment.
 - This consideration will be secondary to any ADA-access considerations that may apply.
- Images, photos, or videos may be used to promote similar DPLS events in the future, highlight the event, and exhibit the capabilities of DPLS. Patrons release DPLS, its officers, and employees from any liability connected with the taking, recording, digitizing, or publication of interviews, photographs, video and/or audio recording.
- By attending an event, patrons waive all rights to they may have to any claims for payment or royalties in connection with any use, exhibition, streaming, webcasting, televising, or other publication of these materials, regardless of the purpose or sponsoring of such use, exhibiting, broadcasting, webcasting or other publication, irrespective of whether a fee of any kind is charged.
- Patrons also waive the right to inspect or approve any photo, video, or audio recording taken by DPLS.
- The library will not provide information that, combined with an image or recording, could enable contact with a child.

MEDIA PROVISIONS

- DPLS happily welcomes news media photographers, videographers, and reporters documenting stories or projects that directly involve DPLS and its programs, resources, and/or services, provided that notice is given and approved (one week preferred), the public's use of the library is not impeded, and all other provisions contained in these guidelines are followed. Requests may be made to the Communications Coordinator at tmlawson@defiancelibrary.org or by calling 419-782-1456.
- Taking photographs and/or videos at Library programs or author events is subject to the wishes of the individual author or paid performer/presenter. Performers/presenters who are not DPLS staff will be asked to grant/decline consent at the time the program is scheduled to allow for media requests to be handled in a timely manner.
- We ask that news media photographers, videographers, and reporters do not approach minors for photography/videography requests unless an accompanying parent or legal guardian grants permission.
- We ask that news media do not approach patrons, or conduct or schedule interviews with the public, about non-Library stories or projects.

COMMERCIAL PHOTOGRAPHY/VIDEOGRAPHY

- No commercial photography and/or videography in Library facilities is permissible without the express permission of DPLS administration, which shall set forth the conditions under which the photography or videography may take place. Requests should be made at least one week in advance by contacting the Communications Coordinator at tmlawson@defiancelibrary.org or by calling 419-782-1456.

EXTERIOR PHOTOGRAPHY/VIDEOGRAPHY

- 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 the ingress or egress of patrons or staff to and from the library building.

LIBRARY BOARD MEETINGS

- While the Ohio open records law does not specifically state whether you can use recording devices at a public meeting, the Ohio Attorney General has issued an opinion stating that using them is permissible when it does not unduly interfere with the meeting.

LIABILITY

- Persons involved in taking photographs or videos are solely liable 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 required by law from persons who can be identified in any photograph or video or for copyrighted materials. The library undertakes no responsibility for obtaining these releases or permissions.

COMMUNICATION OF THE POLICY

- The policy will be posted to the DPLS website.
- An abridged version of the policy will be posted prominently at any event where photography and/or videography are taking place. In addition, the following will be read prior to the program:

Photography and/or videography will be taking place during the event and may be used for news or promotional purposes. Anyone who does not wish for themselves or their child to appear in photographs or video is asked to notify a library staff member prior to or while photos are being taken.