

# Photography and Recordings Policy

## **Purpose**

This policy sets guidelines that balance the privacy rights of Hinsdale Public Library (HPL) staff and patrons with the reasonable use of cameras for photography and recording on Library property. For the purposes of this policy, “recordings” includes video, audio, and live streaming. “Specialized equipment” refers to larger equipment that could impede foot traffic or create a similar disturbance to Library operations. “Photography” includes still images.

## **Photography and Recordings by Library Patrons**

Permission is not required to take photographs or recordings in the public areas or exterior of HPL for personal, non-commercial use if non-specialized equipment is used. If specialized equipment is to be used, requests must be made at least 24 hours in advance to the Library Director.

Photographs and recordings are not allowed in non-public areas (restrooms and staff only areas) unless consent is given by the Library Director. Library staff reserve the right to stop anyone from taking photographs or recordings if it compromises a patron or staff member’s right to privacy; results in disruption of normal library operation; is deemed to be harassing, intimidating, or threatening toward a patron or staff member, or if the activity blocks or restricts access to walkways, doors, or stairways.

HPL may permit use of the facility for commercial photographs or recordings as long as the activity does not interfere with normal operations and prior permission is granted by the Library Director. HPL may impose a fee for commercial use.

## **Photography and Recordings by Library Staff**

HPL reserves the right to document its services and the public’s use of the library building and grounds and to document HPL’s participation in outreach events outside the library. To ensure the privacy of individuals and children, images will not include the full name of participants without written approval from the parent/guardian. Any individual that does not wish HPL to use a photograph or video of them or their child should inform an HPL staff member prior to or while such photographs or videos are being taken.

## **Photography and Recordings by Performers**

Any HPL-contracted performer that wishes to bring in recording equipment to record their performance must request so in writing at least one week prior to the performance. HPL reserves the right, in its sole discretion, to deny use of recording equipment, and

will determine where any permitted recording equipment is allowed in the space. Additionally, HPL will not assume any liability for the damage/destruction of any equipment brought in by performers or audio/video engineers.

### **Library Board Meetings**

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the Board of Trustees and other meetings required by the Act to be open to the public. The recordings may be made by audio, video, or other means and shall not disrupt the meeting or create a safety hazard. 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. HPL undertakes no responsibility for obtaining these releases or permissions.

### **Video Surveillance**

HPL actively maintains a safe and secure environment for its staff and patrons. For this reason, selected public areas of the library premises are under continuous video surveillance and recording. Signs disclosing video surveillance are posted at HPL's entrance. It is the intent of HPL to retain all recorded images for a minimum of seven days, or until capacity of the recording system is reached. Staff follow applicable record retention guidelines when disposing of video recordings. Video recordings from HPL's surveillance system are subject to Freedom of Information Act requests.

Video surveillance general guidelines:

- Video recordings will be used to identify the person or persons responsible for HPL policy violations, criminal activity, or actions considered disruptive to normal library operations.
- Video recordings may be used to assist law enforcement agencies.
- Video recordings of incidents can be retained and reviewed as long as considered necessary by HPL.
- Images may be shared with HPL staff to identify person(s) banned from library property and to maintain a safe and secure environment.

### **Liability and Enforcement**

Members of the public who take photographs or recordings are solely liable for any injuries to persons or property that result from their activities on HPL property. They are responsible for obtaining necessary releases and permissions required by law and obtaining consent or other permission when taking photographs or recordings of copyrighted material.

Per (75 ILCS 70/) Library Records Confidentiality Act, the registration and circulation records of a library are confidential information. No person shall publish or make any information contained in such records available to the public unless permitted elsewhere in the Act.

Library staff reserve the right to ask any individual or group who violates this policy to cease taking photographs or recordings on Library property.

**See Also:**

- [HPL Behavior Policy](#)
- [Illinois Open Meetings Act \(5 ILCS 120/\)](#)
- [Illinois Library Records Confidentiality Act \(75 ILCS 70/\)](#)
- [Freedom of Information Act \(5 ILCS 140/\)](#)
- [Local Records Act \(50 ILCS 205/\)](#)

Approved: March 19, 2024