

MNG-24

PHOTOGRAPHY AND VIDEO-RECORDING IN THE LIBRARY

Policy Statement

In support of the library's policies on privacy and confidentiality (MNG-1) and customer behavior, the following guidelines have been established for photography and video-recording in the library.

Regulations

1. PHOTOGRAPHY BY LIBRARY STAFF

The Manhattan Public Library may take photographs and video recordings of people at the library and library sponsored events for publicity. Anyone who does not wish to be photographed or filmed may opt out by notifying library staff. Names of patrons will not be used in publicity without consent.

Staff will make every effort to notify members of the public when the library is photographing or recording activities.

2. PHOTOGRAPHY BY THE PUBLIC

Individuals or members of the media who wish to take pictures in the library must notify the library director, an associate director or the librarian-in-charge.

After attaining permission, individuals may take pictures in public areas of the building during the hours the library is open provided the photography does not interfere in any way with library operations and is respectful of the rights, confidentiality and privacy of others using the library. Library staff may terminate any photo or recording session that violates library conduct or privacy policies or compromises public safety or security.

Photographers must obtain permission from persons being recorded or photographed and from the parent or legal guardian of children under 18.