

WHITE OAK LIBRARY DISTRICT

Photography and Filming Policy

The White Oak Library District (“District”) may accommodate requests for photography or filming provided such photography or filming does not interfere with ordinary District operations or patrons’ rights to privacy. For purposes of this policy, photography or filming refers to all current and future static, still, or video imaging. The Board of Trustees may modify, amend or supplement this policy as it deems necessary and appropriate.

Public Photography and Filming

- Photography or videography is permitted if it is for general library promotion by the District or media, student projects, first amendment audits, and/or strictly for personal use so long these actions do not violate any other District policies.
- The use of additional equipment, such as tripods or lighting is not permitted because of safety, liability and other issues, unless previously approved by the library Director.
- In order to provide all District users with the safest and most pleasant library experience, no commercial photography or filming may occur in District facilities without the prior permission and approval of the library Director, or their designee. If the photography or filming requires a significant amount of time and/or equipment setup, the library Director should be contacted at least 3 business days prior to photographing or filming so proper accommodations can be made.
- Under no circumstances may the public or members of the media take photographs, videotape, or live stream without the express permission of any other patrons who would be prominently included within the composition.
- Photographers / videographers must avoid capturing an identifiable likeness of individuals or their computer screens, books, documents, or other materials, and registration and circulation records, without their consent.
- If any person to be photographed or videotaped is under 18 years of age, permission must be obtained by the photographer or videographer from a parent or adult guardian on behalf of said minor child.
- Individuals who photograph or film inside the library must honor requests from any patrons who do not want to be included in photos or film.
- All photography and recording must be carried out so as not to disturb library users and not block aisles, walkways, stairwells, doors, or exits.
- Photography and filming is not allowed in non-public areas (such as restrooms or staff only areas) unless consent is given by the library Director to do so.
- In all instances, the District reserves the right to cease photography or filming if it results in disruption of the ordinary library environment or operations. The library Director and/or their designee is authorized to act accordingly, including limiting photography or filming by individuals whose activities interfere with the normal library environment or operations, adversely affect public safety, or cause public disturbances.
- The District accepts no liability for the use of photos or video resulting from this activity.

District Photography and Filming

The staff of the White Oak Library District regularly takes photographs or videos of patrons and staff at District programs, workshops, classes, and in other library spaces. Many of these photos/videos will be used in print and electronic marketing materials. Others will be posted on the District’s website and on the District’s various social media accounts. Attendance at District programs, events, or library controlled spaces constitutes consent to be photographed or filmed for use in print and/or electronic

publicity of the District. Photos, images and videos submitted by users for galleries or contests may also be used by the District for promotional purposes. To ensure the privacy of individuals and children, images will not be identified using full name without written approval from the parent or guardian. If a patron does not want the District to use a photo or video of them or of their child, they must inform the library staff member who is coordinating the event. This policy extends to photographing and filming by District staff at Friends of the Library events, Library Foundation events, and at any of the District's outreach efforts in the community, including at public events.

Failure to Comply

Those not following this policy may be asked to put away their equipment or leave the library.

Damages and Liability

Any individual or group visiting the library shall be held responsible for willful or accidental damage to any District building, grounds, collections, or furniture caused by the individual or group.

Appeal and Review

The Board of Trustees of the White Oak Library District will review the *Photography and Filming Policy* and other regulations periodically, and reserves the right to amend them at any time. The Board authorizes the library Director to waive regulations under appropriate circumstances. The library Director is the chief person empowered to make decisions regarding photography and filming within District facilities. Any appeals for changes to, or exceptions to, any portion of the Photography and Filming Policy will be considered. An individual wishing to file an appeal shall submit it to the library Director in writing. The library Director will respond in writing via mail or email.

Open Meetings Act Exception

Notwithstanding any other section of this policy to the contrary, any person may record the proceedings at any District meeting which is required to be open under the Illinois Open Meetings Act. Said recording may be done via tape, film, or other means provided, however:

- Recording shall not interfere with the overall decorum and proceedings of the meeting (i.e., the machine and/or operator must be quiet and unobtrusive);
- The machine and/or operator shall not interfere with the auditory rights of the other citizens;
- The District will make reasonable accommodations for those wishing to record the meeting and request they stay in the area designated for the public.
- No recording or filming will be allowed as set forth under 735 ILCS 5/8-701. That statute provides that “no witness shall be compelled to testify in any proceeding conducted by a court, commission, administrative agency or other tribunal in this State if any portion of his or her testimony is to be broadcast or televised or if motion pictures are to be taken of him or her while he or she is testifying.” In this regard, Section 2.05 of the Open Meetings Act provides that, “[i]f a witness at any meeting required to be open by this Act which is conducted by a commission, administrative agency, or other tribunal refuses to testify on the grounds that he may not be compelled to testify if any portion of his testimony is to be broadcast or televised or if motion pictures are to be taken of him while he is testifying, refuses to testify, the authority holding the meetings shall prohibit such recording during the testimony of the witness.” (5 ILCS 120/2.05)

Approved by the Board of Trustees on August 23, 2022