

PHOTOGRAPHY & VIDEOGRAPHY POLICY

Policy Statement

The purpose of this policy is to set expectations for staff and patrons about taking photos and videos inside Lower Merion Library System member libraries or at library events. Within this policy, photography is understood to include both photography and videography.

Rules of Conduct

1. *Staff Photography of Patrons*

Library staff frequently use photos of patrons in newsletters, fliers, or social media to promote the value and use of library programs and services. In these cases, staff should follow these guidelines:

- a. When photography will be used for internal purposes, such as to promote a program with material that will be posted inside the library, for identification, or to document a building issue, no waiver is needed from the patron.
- b. If photography is to be published or shared outside of the library for promotional purposes, such as in a newsletter, on fliers intended for external promotion, or on social media; and the patron is identifiable, a waiver from the individual (or parent/guardian for those individuals under 18 years of age) whose image is shown must be secured.

2. *Patron Photography of Other Patrons*

- a. Patrons may take photos or videos of other patrons provided they do not violate the library's Behavior Policy in doing so.
- b. Patrons may not take photos of other patrons when the photography violates their privacy by documenting their reading or viewing of materials.

3. *Patron Photography of Library Staff*

When a staff member is performing their duties in a public area of the library, patrons are permitted to take photos of staff provided they do not violate the library's Behavior Policy in doing so.

4. *Media Requests*

Media requests to film inside libraries or on library property should be referred to the Director of Libraries and the Township's Public Information Officer.

5. *Commercial Requests to Photograph or Film*

Patrons who request to film on Township Property should be referred to the Director of Libraries and the Township's Public Information Officer for a Lower Merion 'TV, Film and Video Production Permit' request.