

Photography and Recording Policy

Adopted November 2019

The Plainfield-Guilford Township Public Library permits photography, filming, and the use of other recording devices on library property and at library events as follows:

Individual Photography and Recording

Persons photographing, filming, or recording on library premises have the sole responsibility for obtaining the necessary releases and permissions from persons who are to be photographed, filmed, or recorded. Photographing, filming, or recording a minor requires the permission of the minor's parent or guardian. The Library undertakes no responsibility for obtaining these releases.

Commercial Photography, Filming, and Recording

The library does not permit commercial photography or filming. Any exception requires the express written permission from the Library Director or the director's designee.

Organizations holding scheduled events or meetings in the library meeting rooms may arrange for their own commercial photography, filming, or recording of their event. Such commercial photography, filming, or recording is restricted to the space reserved by the group, and the group is responsible for securing any necessary releases and permissions.

Library Staff Photography and Recording

The library reserves the right to document its services and the public's use of the library. Official representatives of the library may take photographs or use other recording methods on library premises and at library-related events and activities for library purposes. These images and videos may be copied, displayed, published, and disseminated for such purposes as promotion, publicity, and news to inform the public about the library. All such photography and recording will be in accordance with Library procedures.

This policy extends to photographs and recordings by library staff at Friends of the Library events, at off-site library programs, and at community events in which the library is participating.

Nothing in this policy shall prohibit the press from access to the Plainfield-Guilford Township Public Library, or publishing the information, photographs, videos, and/or electronic media collected during such access.