

Policy and Procedure Manual	Section B10.2
Media Photographing and Videotaping Policy	Issued : February 16, 2009 Amended February 20, 2017 Approving Authority: Board of Library Trustees

Media Photographing and Videotaping Policy

The Orland Park Public Library may accommodate requests for photography or filming provided such photography or filming does not interfere with ordinary Library operations or a patron's right to privacy. Photography or videography is generally permitted if it is for general library promotion by the media, student projects and/or strictly for personal use. In order to reduce distractions and protect the rights of library patrons and staff, photographing and videotaping on library property are restricted as follows:

1. **Permission from Library:** All photographers and videographers must notify the Public Information Manager at least 24 hours prior to visiting the library. Approval by the Library Director or Public Information Manager is required so proper arrangements can be made. All photographers and videographers must check in and check out at the Information Desk in the library lobby. Members of the media will be given a badge to wear while photographing and videotaping on library premises. Library staff should immediately report any members of the media who are photographing and videotaping on the premises without the proper credentials to the person in charge (PIC). In all instances, the Library reserves the right to cease photography or filming if it results in disruption of the ordinary Library environment or operations.

2. **Permission from Subjects:** Under no circumstances may the public or members of the media take photographs, videotape, or live stream without the express permission of any Library patrons or staff who would be prominently included within the composition. 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 patrons and staff who do not want to be included in photos or film.

3. **Requests for permission to photograph or videotape for commercial purposes:** No commercial photography or filming may occur in the Library without the prior permission and approval of the Library Director, or his/her designee. Requests must be submitted in writing for approval by the Library Director at least 30 days prior to visiting the Library.

Approved by the Board of Library Trustees February 16, 2009; Amended on February 20, 2017.