



# Photography, Filming, and Audio Recording Policy

*Adopted by the Library Board, May 14, 2025*

## **I. Photography & Filming by representatives of the Library**

Representatives of the St. Helena Public Library are permitted to take photographs and video or audio recordings of people of all ages at the Library and Library sponsored events for publicity, including on its website, social media platforms, and in Library publications. Names of patrons will not be used in publicity without their consent.

If a patron does not want to be photographed, filmed, or recorded, it is their responsibility to opt out by notifying a representative of the Library.

## **II. Photography & Filming by members of the public**

It is the policy of the St. Helena Public Library to allow filming, photography, and audio recording at the Library and at Library sponsored events as described herein, to the extent that these activities do not interfere with the operations and activities of the Library or the individual rights of staff and patrons.

Filming, photography, and audio recording is permitted at the Library, provided that these activities are compatible with the Library's Behavior Policy and do not interfere with the conduct of Library business. Those who interfere with the conduct of Library business or attempt to film, photograph, or audio record others without their consent will be asked to put away their equipment or leave the facility. Photography of Library collection materials is generally permitted for research and personal use, though some restrictions apply. Flash photography is expressly prohibited. Other restrictions include but are not limited to standing on chairs or other furniture to capture overhead shots, placing materials on the floor, using drones, rearranging furniture, or using tripods or monopods in special collection rooms. Anyone filming, taking photographs, or creating audio recordings of Library collection material is responsible for compliance with intellectual property laws.

Commercial photography is not allowed at the St. Helena Public Library.