

TITLE: Photography and Filming Policy
POLICY NUMBER: 290
EFFECTIVE DATE: 2/21/2024
REVIEW DATE: February 2026
SUPERSEDES: None



Article 1: Purpose

Photography and filming are permitted in and around Waukegan Public Library facilities under the conditions described herein, only to the extent that it does not interfere with library operations, programs, or activities, or present a safety hazard.

Article 2: Photography and Filming by the Public or Non-Library Organizations

Section 2.01 – Interior Photography and Videos

Permission is not required for taking photographs or videos in public areas of the Library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. Any person desiring to bring in professional recording equipment, including but not limited to tripods, lights, or other specialized recording equipment must follow the procedures set forth by the Library. Library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited include restrooms, rooms reserved for nursing, childcare areas. Taking photographs or videos of, or in, areas reserved for staff use only is also prohibited. Persons taking photographs and videos shall not (i) compromise a patron or staff member's right to privacy, (ii) harass, intimidate, or threaten a patron or staff member, or (iii) block library aisles, walkways, stairwells, doors, or exits.

Section 2.02 – Exterior Photography and Videos

Taking photographs and videos outside of the library building or on the library grounds does not require permission. However, the activity may not impede the entering or exiting of patrons or staff to or from the library building.

Section 2.03 – Commercial Photography and Videos

The Library may permit the use of its facilities for taking commercial photographs or videos if, in the discretion of the Executive Director, the activity does not interfere with the mission of the Library and is in accordance with the rest of this policy. No commercial or media photography may occur in the Library facilities without the prior written permission and approval of the Executive Director. Prior permission must be sought and granted at least one week in advance of any commercial photography or videos. Such approval shall contain the conditions under which the commercial or media photography/filming will take place and address the rights to ownership of the photos/films. The Library reserves the right, in its sole discretion, to deny use of recording equipment, and will determine where any permitted recording equipment is allowed in the space. The Library will not assume any liability for the damage/destruction of any equipment brought in by a person, group, or their audio/video engineers. A

certificate of liability insurance listing the Library as an additional insured is required for any recordings that are permitted by the Library. The Library may charge a fee to offset costs incurred by the Library to provide access to the facility.

Section 2.04 – Photography and Videos of Materials and Resources

The Library permits the taking of photographs and videos of its publicly available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials, or of another library user with identifiable materials in their possession.

Article 3: Photography and Filming by the Library

Section 3.01 – Photography, Videos, and Recordings for Library Promotional Purposes

The Library may take photos, videos, and audio recordings at the Library and during Library events to use in its publicity materials and on its website and social media sites. The Library reserves the right to document its services and the public's use of the Library building and grounds (including on any library website or social media site). To ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent, or legal guardian. Any individual that does not wish the Library to use a photograph or video of them or their child should inform a Library staff member prior to or while such photographs or videos are being taken.

Section 3.02 – Library Security Cameras

The Waukegan Public Library uses security cameras to enhance the safety and security of library users, staff, and property by discouraging violations of the Library Use Policy #110. Their use is governed by a separate Security Camera Policy #280.

Section 3.03 – Library Board Meetings

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the Library Board and other meetings required by the Act to be open to the public. The recordings may be made by tape, film, or other means and shall not disrupt the meeting or create a safety hazard.

Article 4: Other Considerations

Section 4.01 – Liability

Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on Library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any

photograph or video or for copyrighted materials. The Library undertakes no responsibility for obtaining these releases or permissions.

Section 4.02 – Compliance

The Library reserves the right to ask any individual or group violating Section 2.04 of this policy to cease the taking of photographs or videos of copyrighted materials or library users with identifiable materials in their possession. Failure to comply with Library policies, rules and regulations (including this policy), may be grounds for suspension of library privileges, as determined by the Executive Director. Any individual using the Library shall be held responsible for willful or accidental damage to the Library building, grounds, collections, furniture, or vehicles caused by the individual or group.

Section 4.03 – Right to Review

Any appeals for changes to, or exceptions to, any portion of the Photography and Filming Policy may be addressed in writing to the Executive Director. The Executive Director will respond in writing, with any further appeal going to the Library Board of Trustees.