Colona District Public Library
Filming and Photography Policy

Colona District Public Library has a significant interest in maintaining an environment that allows patrons to freely access library information and resources. This significant interest requires the library to maintain policies that protect the privacy of its patrons and their freedom from harassment, intimidation and threats to their safety and well-being. In order to provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior when it occurs, the library has adopted the following policy regarding the taking of photographs or videos inside library buildings.

General Policy

Permission is not required for taking photographs or videos in public areas of library buildings for personal, noncommercial use. However, there may be library locations or areas where the taking of photographs or videos is restricted or prohibited, such as restrooms. Taking photographs or videos in areas reserved for staff use only is also prohibited. Persons taking photographs and videos shall not 1) compromise a patron's right to privacy, including, but not limited to, documenting or capturing what book, item or material the patron is engaged with; 2) harass, intimidate or threaten a patron or staff member or otherwise interfere with a staff member's ability to perform their duties; or 3) block library aisles, walkways, doors, or exits. Requests from the media should be approved by the Library Director in advance, whenever possible**.**

Exterior Photography and Videos

Taking photographs or videos outside of library buildings and/or of the library grounds does not require permission. However, the activity may not impede the ingress or egress of patrons or staff to or from the library building.

Commercial Photography and Videos

The library may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the library and is in accordance with the rest of this policy. The library may charge a fee to offset costs incurred by the library to provide access to the facility and prior permission must be sought in advance.

Photography and Videos of Library Materials and Resources

The library permits the taking of photographs or videos of its collections. However, patrons are solely responsible for adhering to copyright law.

Photography and Videos by the Library

The library may take photograph or video recordings at library buildings 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 library buildings and grounds. These photograph or video recordings may be copied, displayed, televised, and published (including on any library website or social media site). 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.

Photography and Videos of Library Workers

In their capacity as public employees, library staff do not have the same privacy rights as patrons; therefore, this policy does not prohibit the taking of photographs or videos of library staff carrying out their duties in public spaces. However, this activity shall not monopolize library workers' time or interfere with the performance of their duties. Any taking of photographs and videos that interferes with or harasses library staff is a violation of this policy and the Library's Behavior Policy.

Security Cameras

The library may use security cameras and video recording systems to ensure the safety and security of library patrons and staff.

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Reviewed October 2026 KW