

# Cumberland County Library System

## Photos, Video or Sound Recordings Made on Library Grounds or at Library-Sponsored Events

(Creation & revision: 12/14/2009; 3/21/2016)

### **General Purpose**

This policy outlines how the Cumberland County Library System headquarters and each separately incorporated member library [hereafter known as the Organization] handles the making of photos, video or sound recordings made on library grounds or off-premises at library-sponsored events, either by members of the public (including the news media) or by authorized library staff/volunteers.

The Organization uses photos, video or sound recordings to promote and publicize its programs, services, and collections. It may take photos, video or sound recordings at all Organization-sponsored events of participants and presenters and include them in library publications, library websites or other promotional materials.

### **Photos, Videos or Sound Recordings by Members of the Public**

The Organization prohibits the use of any photos, video or sound recording devices by individuals or organizations not working on the library's behalf on library property that is disruptive or otherwise interferes with other customer's use of library services and their right to privacy.

Exceptions to this policy may be granted by the staff person-in-charge in accordance with the following principles:

1. Privacy of customers is the primary consideration. No person shall be recorded inside the library without his or her specific written consent, except at public meetings and then only in accordance with the Pennsylvania Open Meetings Act.
2. Recordings at library board meetings or other public body meetings will be permitted in accordance with the Pennsylvania Open Meetings Act, and other statutes, as set forth above.

### **Use of Photos, Video or Sound Recordings by the Library**

The Organization uses photos, video or sound recordings to promote and publicize its programs, services, and collections. Stock, commercially prepared photographs are used for most purposes. Occasionally locally produced photos, video or sound recordings are used in library publications, library websites or other promotional materials.

If the Organization wishes to use photos, video or sound recordings made by people who are not authorized library staff or volunteers, written permission for the Organization to use these materials in library publication, library websites or for other

applications must be given by the creator. A Photo, Video or Sound Recording Release form shall be used to grant such permission.

Photos, video or sound recordings made by library staff or volunteers who are working on behalf of the Organization are the property of the Organization. These materials may be used without permission from the creator.

**Photos, Videos or Sound Recordings by Those Working or Volunteering on Behalf of the Library**

The subject’s written permission may be required depending upon where the recording is made, what is being recorded, and the age of the individual(s). When written permission is required, a Photo, Video or Sound Recording Subject Release form shall be used.

The Organization’s staff or volunteers may be photographed or recorded without providing written permission during the course of their normal work duties.

The following guidelines should be followed:

<b>Photo or Recording Context</b>	<b>Location</b>	<b>Adult - Age 18 and Above</b>	<b>Youth – Age 17 and Below</b>
Library-sponsored program or event	Library grounds or elsewhere	Written permission not required.  Written permission not required for library staff or volunteers while working for the library.	Guardian’s written permission required if the youth is identified by name. Otherwise, written permission is not required, but public notice should be made as a courtesy.  Written permission not required for library staff or volunteers while working for the library.
Public meeting (as defined and limited by Pennsylvania Open Meeting Act)	Library grounds or elsewhere	Written permission not required.  Written permission not required for library staff or volunteers while working for the library.	Guardian’s written permission required if the youth is identified by name. Otherwise, written permission is not required, but public notice should be made as a courtesy.  Written permission not required for library staff or volunteers while working for the library.
Library Board or Committee Meeting (As defined and limited by Pennsylvania Open Meeting Act)	Library grounds or elsewhere	Written permission not required.  Written permission not required for library staff or volunteers while working for the library.	Guardian’s written permission required if the youth is identified by name. Otherwise, written permission is not required, but public notice should be made as a courtesy.  Written permission not required for library staff or volunteers while working for the library.

<b>Photo or Recording Context</b>	<b>Location</b>	<b>Adult - Age 18 and Above</b>	<b>Youth – Age 17 and Below</b>
Visiting or using the library, but not as part of a library-sponsored event or public meeting	Library grounds	Written permission is required if the person can be recognized in the image, or is identified by name.  Written permission not required for library staff or volunteers while working for the library.	Written permission is required if the person can be recognized in the image, or is identified by name.  Written permission not required for library staff or volunteers while working for the library.

### **Security Cameras and Equipment**

This policy shall not apply to security cameras or equipment that record images or sounds. These shall be permitted pursuant to the laws and regulations applicable thereto.

### **Policy Notice**

This policy is subject to change at any time without notice. Updates to the policy may be obtained from the Library System