

OP-14	PHOTOGRAPHY, FILMING & OTHER RECORDING		
APPROVED	19 January 2022	EFFECTIVE	2021
AMENDED	New	NEXT REVIEW	2026

1. PURPOSE

To establish the context and conditions within which the Library allows photography, filming, and other forms of recording. It also ensures that, in allowing such activities on Library premises, an individual's right to enjoy the benefits of the Library is respected, and that the person's right to privacy is protected in accordance with privacy legislation, and the Library's policies and guidelines.

2. SCOPE

This policy applies to:

- ♦ Library-initiated photography, filming and other recording;
- ♦ Coverage of library events, activities and personalities by media, or others who are not Library employees;
- ♦ Amateur photography, filming and other recording.

3. DEFINITIONS

Other Recording – This includes any form of audio or visual recording, as well as the live streaming of audio and video.

4. GENERAL

- a. The Library is a freely accessible public facility. Although representatives of the Library will make reasonable attempts to inform an individual either prior to, or immediately after, a recording being made, they cannot guarantee that they can do so in every situation.
- b. Photography, filming and other recording is allowed on Library premises to the extent that it does not interfere with the provision of library services and right to privacy.
- c. Anyone wishing to make a recording not at the request of the Library must get permission from Library employees prior to making the recording.
- d. The applicant will also have to get direct permission from any individual they wish to record. This is to ensure that the privacy of Library users, employees and volunteers.
- e. The Library retains the right to refuse any request for photography, filming or recording on its premises.
- f. The Library reserves the right to restrict or terminate photography, filming or recording that, in its view causes a disturbance, endangers the safety of library users, employees and volunteers, or violates any Library policy and/or law.
- g. Photography, filming or other recording taking place on Library premises may not be related to political campaigns or to partisan issues.

5. PHOTOGRAPHY, FILMING & OTHER RECORDING BY MEDIA

- a. News media photographers and reporters who are doing stories or projects that directly involve the Library and its programs may make recordings. Advance authorization must be obtained from Library employees.
- b. Media photographers and reporters are responsible for obtaining permission from employees and Library users. It is not the Library's responsibility to obtain these permissions.

OP-14	PHOTOGRAPHY, FILMING & OTHER RECORDING		
APPROVED	19 January 2022	EFFECTIVE	2021
AMENDED	New	NEXT REVIEW	2026

6. PHOTOGRAPHY, FILMING & RECORDING BY LIBRARY EMPLOYEES

- a. Library employees may make recordings of, or live stream, Library programs and events for the purposes of publication either in print or online.
- b. When they choose to participate in a program run by Library employees, a person is understood to have given their implicit permission for Library employees to make a recording of the program that may include them.
 - i. A notice will be posted informing participants that an event may be recorded by Library employees.
 - ii. A person who wishes not to have a recording of them made shall inform the Library employees present prior to the start of the program.
 - iii. Individuals who do not wish to be recorded will be informed if this requirement cannot reasonably be accommodated due to the specific nature of the event.

RELATED POLICIES

VS-03	Protection of Privacy
OP-06	Programming & Outreach
OP-13	Communications Protocol

NEXT POLICY IS OP-15