

Somerset County Library System – Policy Manual

CHAPTER IV – OPERATION OF THE LIBRARY SYSTEM

XII. Photographing or Recording in the Library

A. Introduction

- a. There are significant concerns about using recorded images of library patrons and staff for publicity and/or acknowledgements.
- b. However, the library is a public space, and activities which occur in and around the premises do not have all the restrictions one can expect in the privacy of one's home.

B. Staff Practices

- a. SCLSNJ employees or representatives may take or produce photographs, video/audio recordings, and/or television productions of patrons under the following guidelines:
 - i. Signs will be posed in all branches that indicate the Library may take photographs or video images for non-commercial purposes.
 - ii. Patrons may opt out of inclusion in photographs for themselves or their children and/or guardians.

C. Guidelines for Relatives and Friends

- a. A patron's relatives and friends or others may photograph, produce video/audio recordings or television productions of an individual who is performing or participating in an SCLSNJ sponsored activity, under the following guidelines:
 - i. The patron or, as the case may be, a parent of a minor patron or the patron's legal guardian consents;
 - ii. The photographing, filming or recording would not be disruptive of overall service to other patrons;
 - iii. The photographing, filming or recording is limited to the patron whose consent was obtained;
 - iv. SCLSNJ employees are free to refuse to participate in such photographing, filming or recording.

D. Guidelines for Media and other Third Parties

- a. In any instance when the media wishes to interview, photograph, film, or record a patron of SCLSNJ, the conditions stated in the Guidelines for Relatives and Friends must be met and a representative of the branch library or the public information officer must accompany the media for all photographing, filming, or recording. Obtaining a completed consent form becomes the responsibility of the photographer/media representative, who maintains all liability.

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