



## PHOTOGRAPHY AND FILMING

It is the policy of the Lemont Public Library District to permit filming and photography as described below only to the extent that they do not interfere with the mission of Lemont Public Library District (LPLD) or delivery of library services.

Public library facilities and grounds are defined as limited public forums subject to reasonable time, place, and manner restrictions.

LPLD is within its rights to limit filming and photography on library properties or inside facilities when such restrictions serve Library purposes. Foremost of these is ensuring the right of LPLD patrons to acquire knowledge and information freely and confidentially without scrutiny, intimidation, or distraction by others. Consistent with the policies of other public libraries, LPLD may film, photograph, or record Library-sponsored programs or events at its discretion.

### GENERAL POLICY

Casual amateur photography, filming, or recording is permitted in non-restricted areas of library facilities and grounds provided such activity does not interfere in any way with Library operations. As a courtesy, library users and staff should not be captured in photographs, films, or recordings without their permission. Restricted areas include but are not limited to staff areas and restrooms. Persons taking photographs and videos shall adhere to all District policies and rules including the Library's Code of Conduct

### COMMERCIAL PHOTOGRAPHY AND VIDEOS

Commercial or media photography or filming in Library facilities may be permitted:

- if the project does not interfere with the mission of the District
- with prior approval of the Library Director or designee
- where the approval contains the conditions under which the commercial/media photography or filming will take place and address the rights to ownership of the photos/films.

### DISTRICT PHOTOGRAPHY, VIDEOS, AND RECORDING

The District may take and share photos, videos, and audio recordings including patron created content as part of a program at the library and during library events and programs 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. These photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any library web site or social media site). Any individual that does not wish the library to use a

photograph or video recording or audio recording of them or their child must inform a library staff member prior to or while such photographs or videos or audio recordings are being taken.

### LIBRARY BOARD MEETINGS

Pursuant to Section 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, subject to the

reasonable rules prescribed by the Board of Trustees. The recordings may be made by tape, film, or other means and shall not disrupt the meeting or create a safety hazard.

#### LIABILITY

Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on District 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 District undertakes no responsibility for obtaining these releases or permissions.

#### COMPLIANCE WITH POLICY

The District reserves the right to ask any individual or group violating this policy to cease the taking of photographs or videos.

#### FAILURE TO COMPLY

Failure to comply with Library policies, rules, and regulations (including this policy) will be grounds for suspension of library privileges.

#### DAMAGES AND LIABILITY

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.

#### APPEAL AND REVIEW

The Board of Trustees of the Lemont Public Library District will review the Photography and Filming policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Library Director to waive regulations under appropriate circumstances. The Library Director is the chief person empowered to make decisions regarding photography and filming within the Library.

Any appeals for changes to, or exceptions to, any portion of the Photography and Filming policy will be considered. An individual wishing to file an appeal shall submit it to the Executive Director in writing within ten (10) days of a decision. The Executive Director will respond in writing.

Reviewed and Amended Policy and Personnel Committee: November 22, 2022, January 26, 2023, April 15, 2025  
Approved by the Lemont Public Library District Board of Trustees: December 13, 2022