

## **2.14 Photography and Recording in Library and During Virtual Library Programs**

### **2.14.1 By Community Members**

Photographs and/or audio or video recordings may be taken in the public areas of the library to the extent that doing so does not disturb others' use of the library or violates patron confidentiality. Neither people nor equipment may block walkways or create a hazard. Taking photos and/or audio or video recordings of specific, copyrighted (or otherwise protected) materials for redistribution is prohibited. The Library Director is authorized to limit photography or filming by individuals whose activities interfere with library environment or operations, adversely affect public safety, or cause public disturbances.

The library makes no guarantee of library virtual program participants' privacy and cannot control other participants recording or taking screenshots of the program, which may include information on the screen. Virtual program participants are responsible for using an alias for log-in and/or disabling their camera and/or microphone to protect their own privacy.

### **2.14.2 By Library Staff and Its Affiliates and Partners**

Downers Grove Public Library staff regularly take photographs or videos of patrons and staff at library programs, workshops, classes, and in other library spaces. Many of these photos/videos will be used in print and electronic marketing materials. Others will be posted on the library's website and on the library's social media accounts. Attendance at library programs, events, or library spaces constitutes consent to be photographed or filmed for use in print and/or electronic publicity of the library. Photos, images, and videos submitted by users may also be used by the library for promotional purposes. The library makes no guarantee of library virtual program participants' privacy, including name, personally identifying information, and likeness, due to personal settings and program host requirements. Except in virtual programs, names or personal identifying information will not be used without permission of the subject, parent, legal guardian, or caregiver.

Participants may opt out by informing the library staff coordinating the program or event. This policy extends to photographing and filming by library staff at the Downers Grove Public Library Foundation events and at any of the library's outreach efforts in the community, including at public events.