

SUBJECT: Photography and Recording

BOARD

Approved: 11/20/2025

POLICY

The Rolla Public Library is respectful of patron and staff privacy, and requests that everyone in the library respect each other's privacy.

Photography, film recording, videography and audio recording are allowed as described in the policy and procedures only to the extent that they do not interfere with the delivery of library services or an individual's privacy, and are not intended for criminal or malicious intent.

Persons photographing or recording on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are photographed or recorded. The library undertakes no responsibility for obtaining these releases. Failure to obtain releases and permissions from persons being photographed or recorded will be deemed unacceptable behavior for purposes of enforcing the library's Code of Conduct policy.

Library staff may terminate any photo session that violates library policies, including the Code of Conduct policy, or appears to compromise public safety or security.

GUIDELINES

Library Staff

The library reserves the right to document its services and the public's use of its facilities by taking photographs and making video or audio recordings of its classes, events, activities and their participants for use on its website and social media accounts and in library publications, including but not limited to, brochures, flyers, news releases and other promotional materials.

To ensure the privacy of all individuals, including children, photos and recordings may not capture any identifiable likenesses of individuals without the patron or staff's permission, and images will not be identified using full names without written approval from the photographed subject or parent/guardian, if the subject is a minor. A patron's first name may be included with a photograph or other recording, unless the individual or the individual's parent/guardian instructs the library that this is not acceptable. Patrons or staff wishing not to be photographed or recorded should inform the photographer or a library staff member.

Personal Use

Casual or amateur, non-flash photography and recording is permitted at the library and library programs and events for personal use, not for publication or broadcast, provided that it is not disruptive, does not interfere in any way with library operations and does not capture any identifiable likenesses of individuals or library content being viewed by an individual without their permission or their parent/guardian's permission if a minor. Photography and recordings at library events are subject to the permission of the individual conducting the program or event (i.e. authors, performers, presenters, speakers, etc.). Permission should be sought and granted before the start of the program.

Media

The library welcomes professional and student news media photographers and reporters documenting stories or projects that directly involve the library and its programs, resources and services, provided that prior permission has been granted by the Library Director or designee, patron use of the Library is not impeded, and library policies are followed.

Those wishing to use the library's facilities as an interview venue for stories or projects that do not relate to the library itself, for opinion polls, or for man-on-the-street interviews must contact the Library Director or designee in advance by calling (573) 364-2604. Such activities will be considered under the Solicitation Policy.

Documentary-Type Recordings

The library permits photography, filming, and audio-recording of its premises and activities when the use of the photographs involves the library directly, i.e. books, articles, or videos about the library itself, the library's position in the community as a tourist or learning destination, or as part of a piece used to describe our community's environs. Advance authorization must be obtained from the Library Director or designee.

Commercial Photography and Recording

Photography and recording of the Library facilities, library staff or library patrons to promote businesses, commercial products, political campaigns or political candidates are not permitted.

Portrait photographers must obtain prior permission from the Library Director or designee to use the library as a setting for senior, engagement, wedding or family portraits. The library reserves the right to limit the equipment brought in.

Recordings for Research Purposes

Individuals are responsible for following copyright laws and for obtaining their own permissions when copying or otherwise recording library material.

Photography for Groups and Non-Library Events in Meeting Rooms

Groups reserving library facilities may arrange for photographers and news media during their event. Filming and photography for such events is restricted to the space reserved by the group and may not take place in other areas of the library.

Student Projects and Class Assignments

Students must follow the same guidelines requested of professional photographers, reporters and videographers.

Photography and Recording Guidelines

Photographers, reporters, students, and videographers are asked to be respectful of other library patrons and to observe the following:

- Refrain from disturbing other library patrons (examples: using tripods or flash photography).
- Taking photos or video of specific, copyrighted (or otherwise protected) materials is not permitted except in very limited circumstances where the purpose is not for redistribution or any other commercial purpose and is considered "fair use" under 17 U.S.C. § 107.

- Taking photos, video, or audio of any other person in restrooms is not permitted.
- Taking photos, video, or audio of any other person in staff-only areas is not permitted.
- Photos may not capture any identifiable likenesses of individuals or library content being viewed by an individual without their permission or their parent/guardian's permission if a minor.
- Notify the library's Library Director or designee prior to entering the library of the intent to photograph or record inside the library. When possible, staff in the facility will be notified in advance to avoid potential interruption of library services and operations.
- Use of Rolla Public Library's name, logos, trademarks or images in connection with any photograph or film is prohibited without permission by the library.

For commercial or media requests, please call (573) 364-2604 or email director@rollapubliclibrary.org.

Any authorization granted pursuant to this policy to permit photography or recording may be revoked at any time upon failure to comply with terms of the policy or other rules and regulations of the library.

For Library policy pertaining to Board meetings, see Open Meetings Policy.