

PHOTOGRAPHY AND VIDEO RECORDING

Adopted by the Library Board of Control, April, 25, 2022

PURPOSE

To maintain an environment where our community may utilize library resources and spaces freely and confidentially without scrutiny, intimidation, or distraction by others.

DEFINITIONS AND SCOPE

While the library is a public place, it is considered a “limited public forum” under federal law. Public libraries may reasonably restrict the exercise of free speech rights in their buildings, particularly when the conduct would be disruptive to, or interfere with, the other customers or staff or be inconsistent with the library’s mission. Sidewalks around our libraries are traditional public forums, defined as places held in trust of the public to use for free speech and other activities protected by the First Amendment.

The West Feliciana Parish Library is within its rights to limit filming and photography on library properties or inside facilities when such restrictions serve the Library’s mission.

I. General Policy

1. Permission is not required for taking photographs or videos in public areas of the Library building for personal, noncommercial use provided that other Library users are not captured in any such photographs or recordings without their permission.
2. Filming, photographing, and/or recording must never capture library records as per [LA Rev Stat § 44:13 Registration records and other records of use maintained by libraries.](#)
3. Anyone filming, photographing, and/or recording on Library premises has sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed.
4. Photography and recording of events and programs held in library spaces may only be done with the permission of the organization or individual holding the event and must be limited to the reserved space.
5. The use of additional equipment such as tripods, lights, or other specialized equipment is prohibited.
6. Taking photographs or videos is prohibited in restrooms and staff only areas.
7. Photography and/or video recording shall not block library aisles, walkways, stairwells, doors, or exits.

II. Exterior Photography and Video Recording

Taking photographs and videos outside of the Library building and/or of the Library grounds does not require permission. However, the activity may not block access to or from the Library building and must abide by the *General Policy* outlined in Section 1. of this policy.

III. Staff Response to Policy Violations, Suspension of Library Privileges, and Appeals

1. Violators will receive a first verbal warning and an opportunity to cease.
2. If behavior does not cease, violators will be asked to leave for the rest of the day with a welcome to return the next opening day. Law enforcement will be called for refusal to leave after ignoring two verbal warnings.
3. Repeat violations may result in longer suspension of Library privileges.
4. For appeals see BEHAVIOR AND LOSS OF LIBRARY PRIVILEGES POLICY, Part IV Appeals Process.

IV. Library Photography and Video Recording

1. Library staff have the right to photograph, film, and record library events and customers for promotional use. Visitors to the library, or participants in any library event being captured on film or by photograph, will be advised in advance, verbally or through signage, that their participation in the event acts as consent to being photographed, or filmed unless they otherwise clearly indicate to the contrary to library staff (*this does not pertain to security surveillance cameras*).
2. To ensure the privacy of all individuals, their images will not be identified using names or personal identifying information without written approval from the photographed subject, parent, or legal guardian.