



Photography and Recording Policy

The Webster Groves Public Library strives to provide and maintain an environment in which patrons are able to use the Library's resources, services and programs as effectively and as comfortably as possible. A photography and recording policy has been established to govern photography and the use of recording devices by Library employees and the public in order to ensure that this activity does not interfere with the provision of Library services and that personal privacy is maintained.

Library's Photography/Recording

The Library reserves the right to document its services and the public's use of the Library by taking photographs and making video or audio recordings of its programs, events, activities and their participants for use in brochures, flyers, web pages, news releases or other promotional materials. To ensure the privacy of all individuals, including children, images will not be identified using personal identifying information or full names without prior approval from the photographed subject or parent/guardian if a minor. Those wishing not to be photographed or recorded should inform the photographer or a Library employee.

Others' Photography/Recording

Casual amateur photography and recording for personal use is permitted under most circumstances as long as it does not create a disruption or intrude on the personal space of other Library users or otherwise violate any other Library policy, including the Library Code of Conduct.

No commercial photography or recording in Library facilities is permissible without the express written permission of the Library Director, which shall set forth the conditions under which the photography or recording may take place. The Library requires credit, in print, in any finished product when photographs/video recordings are used for commercial purposes.

Non-flash photography is permitted at Library programs and events for personal use, not for publication or broadcast, provided that it is not disruptive and does not capture any identifiable likenesses of individuals without their permission. Video recording of Library programs and events is strictly prohibited.

The Library welcomes news media photographers and reporters documenting stories or projects that directly involve the Library and its programs, resources and services, provided that advance notice is given, patron use of the Library is not impeded, and the provisions of this policy are followed.

Community organizations holding scheduled events or meetings in the Library meeting room may arrange for their own photography or video recording of their event. Photography or video recording for a community organization event is restricted to the space reserved by the group. If using photos or video recording for publication or broadcast, community organizations should abide by the following rules:

1. No announcements, press releases, flyers or other promotional materials may state or imply that the program is being sponsored by the Webster Groves Public Library.
2. No announcements, press releases, flyers or other promotional materials may use the Webster Groves Public Library Logo.

3. Groups may identify the Library and provide its address in their publicity if needed for the meeting, but may not use the Library's telephone number or invite potential attendees to contact the Library.

Any person or entity taking video footage, taking photographs, or doing other audio or visual recording on Library grounds shall not do so in a manner that would impede the access or egress of any library staff, patrons, workers or other visitors entering or exiting a Library building.

At the sole discretion of the Library Director, any authorization granted pursuant to this policy to permit photography or filming may be revoked at any time upon failure to comply with the terms of this policy or other rules and regulations of the Library.

Approved by the Board of Trustees, September 20, 2023