



Photography, Filming, and Videography Policy

PURPOSE AND SCOPE

The Uintah County Library (UCL) recognizes the value of documenting library programs, events, and services through photography, filming, and videography for promotional, educational, and historical purposes. This policy establishes guidelines for the taking of photographs, videos, and audio recordings within library facilities and at library-sponsored events while protecting the privacy rights of patrons and staff, particularly minors.

1. DEFINITIONS

For the purposes of this policy:

- 1.1. Amateur Photography/Filming:** Casual photography or videography by patrons and visitors using personal devices for remembrance of their visit, without commercial intent.
- 1.2. Commercial Photography/Filming:** Photography or videography conducted by individuals, businesses, or other entities with the intent of creating content for commercial purposes, including but not limited to marketing materials, promotional content, or media for sale.
- 1.3. Library-Sponsored Events:** Programs, classes, workshops, presentations, or other activities organized, hosted, or co-sponsored by the UCL.
- 1.4. Minor:** Any person under the age of 18 years.
- 1.5. Public Areas:** Areas of the library accessible to the general public, including lobbies, program rooms during public events, and designated common spaces.

2. LIBRARY PHOTOGRAPHY AND DOCUMENTATION

2.1. Library Staff Photography

The UCL reserves the right to photograph, film, and audio record library-sponsored events, programs, and activities for promotional, educational, and archival purposes. These materials may be used on the library's website, social media platforms, newsletters, brochures, annual reports, and other library publications.

2.2. Consent Through Attendance

Attendance at any library-sponsored event, program, or activity constitutes consent by all attendees, and consent by parents or legal guardians of any minor children in attendance, to the future use of photographs, videos, and audio recordings at the sole discretion of the UCL.

2.3. Opt-Out Provisions

Any patron who does not wish themselves or their minor child to be photographed, filmed, or recorded must notify library staff prior to or during the event. Library staff will make reasonable efforts to exclude such patrons from documentation while still allowing them to participate in the program or event.

2.4. Signage and Notification

Whenever possible, the library will post signage or provide verbal notification when photography, filming, or audio recording will take place during programs and events.

2.5. Use of Images and Privacy Protection

- 2.5.1.** No names will be used in conjunction with photos or videos without express written consent.
- 2.5.2.** The library will not use images in a manner that could reasonably be considered embarrassing or inappropriate.
- 2.5.3.** Images will focus on program activities rather than individual participants whenever possible.

3. PATRON PHOTOGRAPHY AND FILMING

3.1. Amateur Photography

Casual amateur photography and videography by patrons and visitors is permitted in public areas of library facilities for personal, non-commercial use, provided that:

- 3.1.1.** The activity does not interfere with library operations or disturb other patrons or staff.
- 3.1.2.** No tripods, professional lighting, or specialized equipment is used.

3.2. Restrictions on Patron Photography

The following restrictions apply to all patron photography and filming:

- 3.2.1.** Photography or filming in restrooms, staff work areas, or any area designated as private is strictly prohibited.
- 3.2.2.** Any photography that disrupts library operations.

3.3. Commercial Photography and Media

Commercial photography, filming, or media recording in library facilities requires advance written permission from the Library Director or designated representative. Requests must be submitted at least 48 hours in advance and may be subject to:

- 3.3.1.** Scheduling requirements to minimize disruption to library operations.

- 3.3.2. Fees as determined by the Library Board.
- 3.3.3. Specific conditions regarding setup, equipment, and conduct.
- 3.3.4. Required liability insurance.

4. SPECIAL PROVISIONS FOR MINORS

4.1. Enhanced Protection for Children

Given the library's commitment to child safety and privacy, additional protections apply when minors are involved:

- 4.1.1. Photography during children's programming may be restricted or prohibited at the discretion of library staff.
- 4.1.2. Parents or guardians who do not wish their children to be included in library photo or video documentation must inform staff and may remove their children from areas where photography or videography is taking place.

4.2. Staff Training

Library staff will receive training on this policy, including how to:

- 4.2.1. Identify situations requiring enhanced protection for minors.
- 4.2.2. Approach patrons who may be photographing children inappropriately.
- 4.2.3. Implement opt-out procedures effectively.
- 4.2.4. Balance documentation needs with privacy rights.

5. RESEARCH AND COLLECTION PHOTOGRAPHY

5.1. Materials Photography

Patrons may photograph or photocopy library collection materials for personal research and educational use, subject to copyright restrictions and fair use limitations.

5.2. Special Collections

Photography of materials in special collections, local history collections, or archival materials requires advance permission from designated library staff and may involve additional restrictions or fees.

- 5.2.1. Fragile or rare items may require staff assistance or alternative reproduction methods.
 - 5.2.1.1. Use of provided book cradles or supports when photographing bound materials to prevent damage.

5.2.1.2. No flash photography to protect materials from light damage.

6. ENFORCEMENT AND VIOLATIONS

6.1. Enforcement Authority

Library staff have the authority to enforce this policy and may:

- 6.1.1.** Ask patrons to stop photographing or filming.
- 6.1.2.** Request that unauthorized equipment be put away.
- 6.1.3.** Ask violators to leave the library premises if they refuse to comply.
- 6.1.4.** Contact law enforcement if necessary.

6.2. Violations

Violations of this policy may result in:

- 6.2.1.** Warning and education about policy requirements.
- 6.2.2.** Temporary restriction of library privileges.
- 6.2.3.** Barring from library facilities for serious or repeated violations.
- 6.2.4.** Legal action if illegal activity is suspected.

This policy supersedes all previous versions and will be reviewed annually or as needed.

Approved by the Uintah County Library Board of Directors.

DATE ADOPTED: September 10, 2025