



<b>Policy Section</b>	<b>4.00</b>
<b><i>Number</i></b>	<b><i>4.08</i></b>
<i>Effective</i>	<b>12-01-2016</b>
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## Photography

### **Purpose**

The purpose of this policy is to set guidelines that balance the privacy rights of library staff and patrons with the reasonable use of cameras for photography and recording on library property. For the purposes of this policy, “recordings” includes video, audio, and live streaming. “Specialized equipment” refers to larger equipment that could impede foot traffic or create a similar disturbance to library operations. “Photography” includes still images.

### **Photography and Recordings by Library Patrons**

While the Library is a public place, it is considered a “limited public forum” under Idaho Code Ann. § 18-6702 and the First Amendment. Public libraries may reasonably restrict the exercise of free speech rights in their buildings, particularly when the conduct would disrupt or interfere with other visitors or staff or be inconsistent with the library’s mission.

Subject to the preceding paragraph, permission is not required to take photographs or recordings in the public areas of the library for personal, non-commercial use if non-specialized equipment is used. If specialized equipment is to be used, requests must be made at least 24 hours in advance to the Library Director. Photographs and recordings are not allowed in non-public areas (restrooms and staff only areas) unless consent is given by the Library Director. Permission to photograph or record any person under 18 years of age must be obtained from a parent/guardian on behalf of said minor child. Library staff reserve the right to stop anyone from taking photographs or recordings if it compromises a patron or staff member’s right to privacy, results in disruption of normal library operation, is deemed to be harassing, intimidating, or threatening toward a patron or staff member, or if the activity blocks walkways, doors, or stairways. Taking photographs and recordings of the exterior building and grounds does not require permission but the activity may not impede the ingress or egress to or from the library building or property.

### **Photography and Recordings by Library Staff**

The Mountain Home Public Library often takes photos, audio recordings or video recordings of its programs, activities, and their participants. Please be aware that these photos are for the use of the library only and may appear in Library publicity, news stories, in either print or online (including social media) or on the Library website.

These photographs and/or audio or video recordings may appear in future publications without permission of the person being photographed and/or audio or video recorded. All Library patrons consent to the use of their photo or audio or video recording taken at the Library or during Library events, unless those wishing not to be photographed or video recorded inform the photographer, librarian or staff member in charge of the program. To ensure the privacy of individuals and children, names of individuals will not be used in photo captions unless permission is given by the individual. Individuals under the age of 18 will not be identified in photos or video or audio recordings without prior permission written consent of a parent or guardian. This policy extends to photographs and recordings by library staff at any of the library’s outreach events in the community.