

PHOTO POLICY

I. Purpose

- A. This policy defines the Lodi Public Library’s, its patrons’, and the media’s use of photography.

II. Library Use of Photography

- A. Library staff may photograph and/or video record event participants and library patrons at library programs, events, and other activities to advance the mission of the Library. By attending Library programs and events, you authorize the use and reproduction by the Library, or anyone authorized by the Library, of any photographs, audio or video taken while at the Library or a library-sponsored event, without compensation.
- B. Photos, audio, and/or video are used for Library publicity only. Photos may be posted to the Library’s social media sites and website.
- C. Names will not be published with accompanying photos without permission, or in the case of children, without the parent or guardian’s permission.
- D. If you do not wish to be photographed, please talk to library staff prior to each event or program.

III. Prohibited Used of Photos

- A. All Library photos are copyrighted and may not be used as stock photographs.

IV. Patron Photography and Filming in the Library

- A. The Library permits the use of photographic, digital imaging, and film equipment so long as such use does not interfere with the public’s right to enjoyment of the Library for its intended purpose or violate the privacy rights of any user of the Library.
- B. Patron privacy is protected at Wisconsin libraries by [Wisconsin Statute 43.30](#). Visitors cannot record images of the materials that patrons are using, including any print and computer resources that patrons are reading, viewing, or browsing.
- C. Visitors cannot film images of what patrons are checking out at the circulation desk.
- D. Library circulation records are protected by WI Statute and the right of patrons to use library materials in confidence is also protected under state statute.
- E. The following items must also be adhered to by anyone from the public using photography or filming in the Library:
 - 1. Photography or filming must avoid capturing identifiable likenesses of individuals without permission. All individuals photographing or filming on library property must honor requests of individuals not to be included in photos or films.
 - 2. Photographing or filming of minors is prohibited without the explicit permission of the parent or legal guardian of the child.

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- 3. Filming or photography must not impede or interfere with access to any parts of the Library or library materials for patrons.
- 4. Under no circumstances will a person be able to modify or rearrange the property of the Library for photographic purposes without first obtaining specific permission from the library staff.
- 5. Individuals wishing to take photos or film of any of the library property for personal use may do so without special permission so long as it is not disruptive to others.
- 6. Special or unique photography equipment shall not be permitted unless explicitly agreed upon by the Library Director.

V. News and Media Photography

- A. The Library shall grant access and permission to any media photographer who is recording a news story that directly involves the Library and its programs, provided notice is given to library staff and that all library policies are observed.

VI. Liability

- A. The Library accepts no liability for the use of photos or film resulting from the activity of any other person not under the direct supervision of the Library. Note that any persons filming or photographing on Library premises have the sole responsibility for gaining all necessary releases and permission from persons who are filmed, photographed, or imaged.
- B. The photographer or videographer is solely responsible for ensuring that no copyright infringement occurs while conducting their activity. The Library undertakes no responsibility for obtaining such releases.

VII. Rights of the Library

- A. The Library reserves the right to enforce all of the above provisions at its sole discretion.
- B. The Library’s first priority is fulfilling the mission and policies of the Library and, as such, the Library has the right to terminate the activities of any person which it feels in its sole discretion are inconsistent with its mission or other policies.
- C. All staff of the Library are authorized to terminate any photography, filming, or imaging which appears to compromise the safety, security, privacy, and enjoyment of its patrons.

VIII. Revision History

- A. Policy approved April 15, 2019 (Revision 0)
- B. Policy revised July 17, 2023 (Revision 1)