



BASALT REGIONAL LIBRARY DISTRICT PHOTOGRAPHY AND VIDEOGRAPHY POLICY

It is the policy of the Basalt Regional Library District (BRLD) Board of Trustees to allow the use of photography and videography by staff and designated individuals to market and promote library services and by library visitors who wish to capture memories of their time in the library. These activities are allowed only while protecting the privacy and safety of patrons and staff.

RECORDING BY BRLD STAFF:

BRLD may photograph, film, or record during library events and programs, and at any time in the building for publicity and promotional purposes. Photos, videos, and/or recordings may be used in print, digital, or social media channels.

STAFF RESPONSIBILITY:

- Inform patrons and library users when photography, videography, or recording is taking place.
- To ensure the privacy of library users, names will not be included in photo captions without prior permission.
- Make a reasonable effort to respect the wishes of users that do not wish to be photographed, filmed, or recorded.

PATRON RESPONSIBILITY:

- Inform library staff immediately if you do not wish to have your or your child's photo taken.

POLICY FOR MINORS

BRLD shall take reasonable measures to avoiding photographing, filming, or recording any minor child without consent from the child's parent or legal guardian. BRLD will not use or disseminate any photographs, videos, or other materials that publicize the child in an identifiable way unless the child's parent or legal guardian has executed a signed release consenting to the use of such photograph or material.

RECORDING BY BRLD VISITORS:

Visitors to the Basalt Regional Library may photograph and/or record on the premises without disrupting, harassing, or violating the privacy of library users; however, BRLD Staff may limit or stop photography or recording to protect users' safety and security.

VISITOR RESPONSIBILITY:

- Be respectful of, and refrain from disturbing, other patrons as outlined in the Patron Behavior Policy.
- Accept sole responsibility for adherence to copyright law (Title 17, United States Code) regarding reproduction and distribution of copyrighted material.
- Inform staff if someone is recording you against your wishes.

SECURITY CAMERAS:

BRLD is committed to protecting the rights and safety of library users, volunteers, and staff. In pursuit of this objective, selected public areas of BRLD premises are under continuous video surveillance.

- BRLD's video surveillance system is used for the identification of persons breaking the law or violating the Patron Behavior Policy, and for the protection and safety of library users, volunteers, staff, assets, and property.

- Reasonable efforts will be made to safeguard the privacy of library users, volunteers, and staff by installing security cameras in locations where there is no expectation of privacy. Examples include common areas such as entrances, near item collections, and in delivery areas.
- Recordings will be kept for a limited period and will be automatically removed from the system as storage limitations dictate. Recordings of incidents may be reviewed and saved for as long as considered necessary by BRLD Staff and will be kept in a secure area. Any request to review footage will prompt staff to retain that recording.
- Pursuant to Colorado Revised Statutes § 24-90-119, BRLD is required to protect the privacy of all patrons. Confidentiality and privacy issues prevent the public from accessing recordings which may contain personally identifiable information. Digital images or recordings may be disclosed pursuant to a subpoena, upon court order, or where otherwise required by law after requests are reviewed by the Library Director or their designee.
- Notice that recording devices are in use is posted at entrances to the library.

DISCLAIMERS:

- To protect the privacy of library customers, photos and video are restricted or prohibited in certain library locations where there is a reasonable expectation of privacy, including, but not limited to, restrooms.