

**Wallingford Public Library**  
**Policy on Photography & Recording in the Library**

The following rules apply to photography, filming, audio recording, and other forms of recording on library premises:

- Tripods, stands, and other equipment (including flash or other lighting equipment) that obstruct passageways or interfere with the use of library facilities may not be used.
- Photographing, filming and audio recording of library patrons, staff, and programs is permitted as long as the recorder does not disrupt others' use of the library facilities or resources.
- Recorders are encouraged to be respectful of library patrons and staff and to seek verbal permission from everyone who is identifiable in the image/audio file.
- Photographs, video, and other recordings for commercial purposes require written permission from both the subjects and the library director.
- In order to document events or enforce library policy, the Library staff is authorized to take photographs as needed. The Wallingford Public Library also takes photos and videos of our events and programs to share with the community. Photos and/or videos may be uploaded to the library's website and social media platforms including Facebook, Instagram, Twitter, and YouTube. If you would like your photo to be removed from our website or social media accounts, please inform us in writing. Where possible, please provide a link to where your photo is displayed.
- The library has an open door policy for news media photographers and reporters who are doing stories or research about the library.
- The library permits research photography of its materials and resources, however, researchers are responsible for obtaining their own permissions when photographing copyrighted materials in the library.
- The library staff reserves the right to terminate any photo or filming session that appears to compromise public safety or security, that can be construed as harassment by those whose image is being captured, or that interferes with the provision of services to the public.

*Adopted by Board of Managers on January 27, 1997, revised March 28, 2005, January 27, 2020.*