

Title: Library Photography, Video, and Recording Policy

Effective Date: 8/17/15

Authorized By: Library Board of Trustees

Date of Last Revision: 12/17/25

The Huntington City-Township Public Library and Markle Branch (The Library), both inside the building and on the property, fall under the category of a public space. Any Library event within the Library building is deemed a public event and therefore open to photography, video, and audio recordings.

Photos and Recordings taken by Library staff

The Library staff may take photographs and videos (with or without audio) of people attending library programs and using library services. These images and or videos may be used on the library website, library social media, or any other communication to the public without the prior consent of the subject. All images taken by the Library Staff are used solely for the purpose of promoting library programs and services and none of the images will be used to generate a profit or for commercial purposes. No names or other identifying information will be used in these photographs and/or videos. A Library staff member must be notified if an individual does not wish to be photographed or recorded. If the subject is under 18, notification must be given by a parent or legal guardian. Notification may be given at any time; however, the library will not be at fault for any photographs or recordings published prior to notification.

Photos and Videos Recordings taken by others on Library grounds

Persons wishing to take photographs and recordings within the Library or on Library property may do so, as long as it does not disturb, disrupt, or negatively impact patrons' use of Library services and facilities. At no time will anyone be allowed to photograph or record library workspaces or equipment that may contain confidential information. All individuals must heed the verbal or written desire of patrons or staff who wish to not be photographed or recorded. At any time, Library staff have the authority to ask anyone taking photos or video to stop. Photos or videos that require additional set up, or set up that will be disruptive to patrons, require prior approval from the Library Director. Any photos and videos attributed to the Library cannot be used to further a political or religious agenda, or for commercial purposes.

Non-library Events

Any non-library events that take place in closed meeting or study rooms will be considered private events. Photography, and audio recording by either library staff or outside parties is prohibited without the express consent of the event organizer.

Concerns or inquiries regarding this policy will be directed to the Library Director.

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No statement in this policy is meant to contradict local, state, or federal law. Any portions of this policy that unintentionally contradict any law will be considered void.