



South Milwaukee Library

1907 10th Avenue
South Milwaukee, WI 53172
P (414)768-8195
W smlibrary.org

Photography and Filming Policy

Approved by the Library Board of Trustees, 10/26/2023

The South Milwaukee Public Library has a significant interest in maintaining an environment that allows patrons to freely and safely access library information and resources. This significant interest requires the Library to maintain policies that protect the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being. The Library's *Code of Conduct* covers some of those areas. This policy is put into order regarding the taking of photographs or videos inside and outside the library building.

General Policy

Permission is not required for taking photographs or videos in public areas of the Library building for personal, noncommercial use provided that other Library users are not captured in any such photographs, films, or recordings without their permission. Any persons filming, photographing, and/or recording on Library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed, photographed, or recorded. Photography and recording of Library events and programs may only be done with the permission of the organization or individual holding the event.

- It is the sole responsibility of the photographer to obtain all permissions and releases

The use of additional equipment such as tripods, lights, or other specialized equipment is prohibited. There may be Library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited (i.e., restrooms, study locations, children programs and events, etc.). Taking photographs or videos of, or in, areas reserved for staff use only is also prohibited.

Persons taking photographs and videos shall not:

- Compromise a patron or staff member's right to privacy
- Harass, intimidate, or threaten a patron or staff member
- Block Library aisles, walkways, stairwells, doors, or exits



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Exterior Photography and Videos

Taking photographs and videos outside of the Library building and/or of the Library grounds does not require permission. However, the activity may not impede patrons or staff to or from the Library building and must abide by the *Code of Conduct*.

Photography and Videos of Materials and Resources

The Library permits the taking of photographs and videos of its publicly-available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

Library Photography, Videos, and Recording

The Library may take photos, videos, and audio recordings at the Library and during Library events to use in its publicity materials and on its website and social media sites. The Library reserves the right to document its services and the public's use of the Library building and grounds. These photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any Library web site or social media site). Any individual that does not wish the Library to use a photograph or video of them or their child should inform a Library staff member prior to or while such photographs or videos are being taken.

Right Subject to Compliance with Policy

The Library reserves the right to ask any individual or group violating this policy to cease the taking of photographs or videos.