

Photography and Videos in the Library Policy

1. Purpose

This policy tells you about the rules for taking photos or filming videos in the Colchester-East Hants Public Library (the Library).

2. Personal Use

The Library lets people take photos and videos in the Library and at library events and programs.

However, we ask that anyone taking photos or filming video on library property or at library events:

- Respect other peoples' privacy.
- Ask for consent before taking photos or filming other people.

People taking photos and video are solely responsible for:

- Determining what releases and permissions are required by law including for copyrighted materials.
- Getting consent from people in the photos and videos if you can see who they are. This consent is called a "release." You must also ask parents or guardians for consent before you take photos or videos of children under the age of 19.

The Library has the right to ask any person or group to stop taking photographs or videos if they do not follow this policy or other library policies. You may be asked to leave the Library if you do not cooperate with library staff.

3. Staff Use

Library staff can take photos and videos in the Library and at library events and programs.

The Library uses these photos and videos for many purposes. We may copy, display, televise, or publish photos in print or online. Library staff take photos and videos for things like promotions, social media, and record-keeping, including annual reports.

If you are visiting the Library or attending a library program or event, you are agreeing to be photographed or filmed by library staff. You are agreeing for yourself and your minor children. The Library puts up signs at each branch to remind you that staff may take photos and video while you are at the Library.

If you do not want Library staff to photograph or film you or your child, tell staff on the day you are visiting the Library. You may also ask the staff person to delete any images or videos of your children.

Library staff will ask for consent before they use people's names with the photos or videos.

4. Media

Please contact the Executive Director and Chief Librarian before you take photos or videos in the Library. Contact information is below.

5. Comments/Questions

People can send their comments and questions about the Library's *Photography and Videos in the Library Policy* to the Executive Director and Chief Librarian:

By email at

- jmercercer@CEHPublicLibrary.ca

By phone to

- (902) 896-4196

By regular mail to

- Executive Director and Chief Librarian
Colchester-East Hants Public Library
754 Prince Street
Truro, Nova Scotia
B2N 1G9

6. Related Documents

Library Code of Conduct

Board Approval Date: September 26, 2023

Implemented: December 1, 2023

Revised:

Last Review Date: N/A

Next Review Date: 2028