



## ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-9	
TITLE: Photography and Film in the Library		ORDER #: 23-019	
DEPT: Library			
ADOPTED: 12/14/2022	REVIEWED: TBD	REVISED: TBD	

### 1. PURPOSE/OBJECTIVE:

1.1 This policy governs the use of photography and film within the library.

### 2. APPLICABILITY:

2.1 This policy applies for all people on library premises. Library premises are defined as any Tillamook County owned property that is used for library purposes, all building spaces in which library services are delivered, and the library bookmobile and the immediate exterior space around the library bookmobile.

### 3. VIOLATIONS:

3.1 People in violation of this policy will be subject to the rules and sanctions outlined in the library code of conduct (LIB-1).

### 4. POLICY:

#### 4.1 Policies and Procedures for Tillamook County Library Employees

4.1.1 When filming or taking pictures of patrons of Tillamook County Library, library staff will announce the filming or photo-taking to allow people in the library to avoid unwanted film or photography of themselves.

4.1.2 Library staff may not put child's first name and last name together in photographs or video without parental consent. If pictures are to be taken, library staff and vendors are to take mostly photos of the backs of patron's heads unless they have permission to film or photograph individuals.

#### 4.2 Patrons Taking Photos and Filming

4.2.1 It is okay to take photos in the library, patrons should refrain from taking pictures of our staff or other patrons of the library. Parents and caregivers of children can take pictures of their own children. For a bigger project like filming a short film, or photoshoots, the library requires 24-hour notice and approval from the library director or designee. Filming or Photography in a library should not cause a

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disruption, harass patrons and employees, monopolize library workers time, and it should not interfere with patrons' privacy.