



<b>POLICY TYPE/NUMBER:</b>	<b>PUBLIC</b>	<b>P11</b>
<b>POLICY TITLE:</b>	<b>PHOTOGRAPHY IN THE LIBRARY</b>	
<b>DATE CREATED:</b>	<b>May 28, 2003</b>	<b>DATE REVISED:</b>

## **POLICY**

The Pickering Public Library will allow photography and video-recording in library buildings under certain conditions which are consistent with the Library's primary role.

## **PRINCIPLES**

1. The privacy of clients and library staff must not be violated. Photographs, video-recordings, or audio-recordings of members of the public, or library staff are prohibited without permission of the individuals involved.
2. Photographs and recordings taken by library staff will not be used in library publicity or displayed without signed approval. With regard to children, the Library we will use or display only a child's first name, last initial and age, to identify photographs and video recordings.
3. The use of photography or video equipment should not disturb library clients.
4. Library buildings may not be used as a setting for creative film or videotape without the written permission of the CEO. A fee may be charged.
5. Press and other news media seeking to take pictures inside the libraries must receive permission from the CEO or designate.

For further information, please contact: Kathy Williams, Director of Public Services, Pickering Public Library: (905) 831-6265 ext. 6251, email [kathyw@picnet.org](mailto:kathyw@picnet.org) .