

The East Longmeadow Public Library allows photography, video, and sound recording in the public areas of the Library. These activities should not interfere with Library operations, programs, events, infringe on the privacy rights of Library users, or violate any other Library policy. In keeping with the Library's mission to provide services to the community and ensure the privacy of our patrons, the following will be observed regarding photographing, filming and recording in the Library:

- Library staff will make every effort to notify members of the public when photographing or recording of programs and events is taking place.
- Programs or events sponsored by the Library may be photographed or recorded by Library staff or representatives. Attendance at a Library sponsored program or event constitutes the consent of all attendees, and the consent of the parents/legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or recordings at the sole discretion of the Library, only for the purposes of Library publicity and promotion. If a library patron does not wish themselves or their child to be photographed or recorded, the patron must notify the Library staff, and every effort will be made to adhere to the request.
- When using photographs and recordings from public programs and events, the Library will not identify images with full names or personal identifying information without approval from the subject, parent or legal guardian.
- Flash and photography equipment will not obstruct passageways or cause disturbances to other Library users.

The Library takes no responsibility for the sharing and/or republishing of photograph(s), video(s) and/or audio recording(s) by patrons, or for the management of content beyond its own publications and websites.

The Photography, Video, and Sound Policy is subject to review and amendment by the Board of Library Trustees.

*Approved by the Board of Library Trustees, May, 2023*