



Pitkin County Library

Photography & Videography Policy

It is the policy of the Pitkin County Library (Library) Board of Trustees to allow the use of photography, videography, and audio recording by staff and designated representatives to market and promote Library services and resources and by Library visitors who wish to capture memories of their time in the Library.

Photography, video recording, and audio recording are allowed under the conditions listed below only to the extent that they do not interfere with the operations, programs, and activities of the Library or the rights of Library patrons. Library staff will limit or stop photography, videography, and recording on Library properties or inside facilities when such restrictions serve Library purposes and support the public's safety, security, and privacy. Any person photographing, filming, and recording on Library property is not permitted to take photos, video, or audio of any other person in areas with a reasonable expectation of privacy, such as restrooms. The Library's priority is to ensure the right of Library patrons to use the Library freely and confidentially without scrutiny, intimidation, or distraction by others.

Photography, Videography, and Recording by Library Staff

The Library may photograph, film, or record during Library events and programs and at any time on Library property for publicity and promotional purposes. Photos, videos, and recordings may be used in print, digital, or social media channels. Library visitors, program attendees, and participants, including minors, consent to have their photographs taken and used for such purposes.

To ensure the privacy of all individuals, the full names or any personally identifiable information of photographed subjects will not be used without the express written approval of the subject or, if a minor, the parent or legal guardian.

STAFF RESPONSIBILITY:

- To ensure the privacy of Library users, full names will not be included in photo captions without prior permission.
- Make a reasonable effort to respect the wishes of users who do not wish to be photographed, filmed, or recorded.

Photography, Videography, and Recording by Library Visitors

Visitors to the Library may photograph and record on the premises without disrupting, harassing, or violating the privacy of other Library users; however, Library staff may limit or stop photography or recording to protect users' safety and security. Visitors are prohibited from taking photos, video, or audio in staff-only areas or of staff computers unless an exception, with staff accompaniment, is made.

VISITOR RESPONSIBILITY:

- Be respectful of and refrain from disturbing other patrons as outlined in the Library Use Policy/Code of Conduct.
- Accept sole responsibility for adherence to copyright law (Title 17, United States Code) regarding reproduction and distribution of copyrighted material.
- Please inform Library staff immediately if you do not wish to have your or your child's photo taken.

Library Security Cameras

The Library is dedicated to protecting the rights and safety of patrons, volunteers, and staff while they enjoy a clean, safe, and comfortable environment. To this end, selected public areas of library premises are under continuous video surveillance.

Purpose of Security Cameras: While it is recognized that video surveillance will not prevent all incidents, security cameras serve as a potential deterrent and as a means of identifying and prosecuting offenders. While adhering to applicable federal, state, and local laws concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy, the Library's video surveillance system will be used only for the identification of persons breaking the law or violating the Library's Policy on Library Use/Code of Conduct and for the protection and safety of patrons, employees, assets, and property.

Signage in Areas Under Camera Surveillance: Notice of the use of security cameras will be posted at the library entrances so that library visitors have reasonable and adequate warning that surveillance is or may be in operation.

Security Camera Locations: Reasonable efforts will be made to safeguard the privacy of patrons, volunteers, and staff by installing security cameras in locations without expectation of privacy; examples include common areas such as entrances and delivery areas.

Retention and Storage of Digital Images and Recordings: Video recordings will be kept for a limited amount of time and automatically deleted as system storage capacity dictates. Video recordings of incidents may be retained and reviewed for as long as the Library Director considers necessary. Storage media will be kept in a secure area.

Requesting Access to Digital Images and Recordings: Pursuant to Colorado Revised Statutes § 24-90- 119, the Library is required to protect the privacy of all patrons. Confidentiality and privacy issues prohibit the public from accessing recordings that may contain personally identifiable information about patrons. Digital images or recordings may only be disclosed pursuant to subpoena, upon court order, or where otherwise required by law after requests are reviewed by the Library Director or the Library Director's designee.

This policy was last reviewed on July 10, 2024, by the Pitkin County Library Board of Trustees.