



Photo, Video, and Recording Policy

Photography, video, or use of other recording devices may not interfere with the provision of library services. Staff will terminate any of these actions that, in their sole judgement, interfere with the provision of library services.

Individuals taking photographs, video, or audio recording on library premises have responsibility for obtaining the necessary releases and permissions from patrons and individuals who are being recorded. Taking photos, video, or audio recording of a minor – and individual under the age of 18 – requires the permission of the minor's parent or guardian. The library undertakes no responsibility for obtaining these releases.

Notice for patrons: *In Massachusetts, persons may record public officials in public places as they undertake official business. If such a recording is being made and you are uncomfortable, you may wish to leave the library and come back at a different time. You may also call the library to discuss any matter with the director. Thank you for your understanding.*

Commercial Photo, Video, or Recording

The library does not permit commercial photography or filming. Any exception requires the express written permission of the library director. Community organizations holding scheduled events or meetings in the library or conference room may arrange for their own photography or recording of their event. Such photography and recording is restricted to the space reserved by the group, and the group is responsible for any necessary releases and permissions.

Library Staff Photo, Video, and Recording

We often take photos and video at library events to use in publicity and on our website and social media. The library reserves the right to document its services and the public's use of the library. Official representatives of the library may take photographs, video, or use other recording devices within the library and at library events and activities for the use of the library. These photographs and videos may be copied, displayed, published (including on the web site and social media channels), and telecast for purposes such as promotion, publicity, and news to inform the public about the library.

If individuals do not wish us to use a photo or video of them or their child, they should inform a staff member prior to the event. This policy extends to photographs, video, and other recording by library staff at Friends of the Library events and at library pop-ups and programs at public events in the community.

The Board of Library Trustees reserves the right to amend this policy, and to rule on situations not specifically covered herein. The Board of Trustees and the library director shall review this policy as needed.

Approved by the Board of Library Trustees September 2019

Updated and approved December 2024