

**POLICY 665**  
**RECORDINGS: PHOTOGRAPHY, AUDIO, & VIDEO**

The Lisle Library District (LLD) is committed to maintaining an environment that provides access to information and resources, encourages creativity, and that protects an individual's right to free speech while also recognizing the privacy interests of patrons and staff.

**A. Interior**

1. Recording in public areas within the facility for personal, non-commercial use is permitted provided no tripods, accessory lights, or other specialized equipment is used (See LLD Policy 610).
2. Recording within areas where there is a reasonable expectation of privacy, such as in restrooms, is prohibited.
3. Recording in staff-only areas is prohibited.
4. Persons taking photographs or audio/video recordings shall not compromise a patron's or employee's right to privacy. The LLD abides by the Illinois Library Records Confidentiality Act (75 ILCS 70) and has implemented policies that support reasonable patron privacy assurances (See LLD Policies 365 & 610).
5. Persons taking photographs or audio/video recordings shall not block aisles, walkways, stairwells, doors, or exits when conducting these activities.

**B. Exterior**

1. Recording outside of the building on the LLD campus for personal, non-commercial use is permitted.
2. Persons taking photographs or audio/video recordings shall not compromise a patron's or employee's right to privacy.
3. Outdoor photography or audio/videography may not impede patrons/staff from entering or exiting the building, hinder those entering or exiting the parking lots, or obstruct patrons/staff from enjoying and/or conducting outdoor events.

**C. Patron Obligations**

1. Patrons taking photographs or audio/video recordings are solely responsible for obtaining consent or other permissions when recording copyrighted materials.
2. Patrons taking photographs or audio/video recordings are solely liable for any injuries to persons or property that result from their recording activities on LLD property.

**D. LLD Recordings**

1. The LLD may record events within the building, on the campus, or during an outreach program.
  - a. By participating in LLD-sponsored events, participants consent to being recorded.

- b. Signage regarding the recording of programs shall be publicly posted within the building.
  - c. Images/recordings may be used in LLD newsletters and other communications, such as on the LLD website or social media.
  - d. The LLD will not name persons without their permission, or in the case of minors, without parental consent.
  - e. If an event participant does not wish to be recorded, patrons must alert LLD staff. All efforts shall be made not to include participants who do not wish to be part of an event recording.
- 2. LLD Board of Trustee meetings subject to the Illinois Open Meetings Act shall be recorded in accordance with LLD Policy 906/Recording of LLD Board of Trustee Meetings.
  - a. Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the LLD Board of Trustees.
  - b. Persons recording meetings shall not disrupt the meeting or create a safety hazard.

Adopted 03/17/21  
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