

PATCHOGUE-MEDFORD LIBRARY
POLICY ON PICTURE-TAKING IN THE LIBRARY

To ensure an atmosphere for reading and research and to protect patron confidentiality, picture-taking is permitted only if approved by the Director, Assistant Director or the Librarian in Charge.

Procedure:

Pictures (including video) may be permitted by the following individuals or groups:

1. Students for class assignments
2. News media
3. Personnel from other libraries for library purposes
4. Patchogue-Medford Library staff for programs

In no case may the picture-taking be disruptive or invade patron privacy. Picture-takers must always get permission for the individuals being photographed.

The Policy on Picture-Taking at Children's Programs shall be observed in conjunction with the policy on Picture-Taking in the Library

Adopted by the
Board of Trustees August 18, 1997

Policy on Picture-Taking at Children's Programs

It is permissible for parents to take pictures of their **own** children during a Children's and Parents' Services Department program **if** they speak to other parents whose children are nearby and these parents do not object; if the picture-taking is not disruptive and if they have spoken to the Children's librarian in advance and have Library permission

If the Children's and Parents' Services Department wishes to take pictures of a program, the librarian should make a verbal announcement to the participants (thereby getting permission) and make note, in writing of such.

Policy adopted June 1, 1992
Revised by the Board of Trustees, August 19, 1997