



# **Gallison Memorial Library**

**11 Center Street Harrington, ME 04643**  
**207.483.4547    [gallison.lib.me.us](http://gallison.lib.me.us)**

## **Photographing and Filming Policy**

The Gallison Memorial Library has a significant interest in maintaining an environment that allows patrons to freely access library information and resources. This significant interest requires the library to maintain policies that protect the privacy of its patrons and staff members and ensure their freedom from harassment, intimidation, and threats to their safety and well-being. In order to provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior when it occurs, the library has adopted the following policy regarding the taking of photographs or videos inside the library building.

### **I. Photographing and Filming by Library Staff**

The library may take photos, videos, and audio recordings at the library and during library events to use in its publicity materials and on its website and social media sites. The library reserves the right to document its services and the public's use of the library building and grounds. The photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any library web site or social media site). Any individual that does not wish the library to use a photograph or video of them should inform a library staff member prior to or while such photographs or videos are being taken.

For minor children, caregivers will be asked for consent prior to taking pictures for the purpose of library promotions.

### **II. Photographing and Filming by Visitors/Patrons**

Visitors are welcome to photograph/film in the public spaces of our locations. Individuals may photograph/film staff to the extent that it does not interfere with other's ability to receive information, participate in programs, or access library resources and adheres to the Library's Code of Conduct. Individuals may not film other patrons without their permission.

Library staff reserve the right to ask any individual or group to cease photographing/filming when it appears to compromise public or staff safety or interfere with access to library resources by other patrons.

### **III. Purpose of Security Cameras**

This policy is in force to deter public endangerment, vandalism, and mischief in unsupervised areas and to identify those individuals involved in such activity for law enforcement purposes, while adhering to the applicable federal, state, and local law concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy.

The library's security camera system will be used only for the protection and safety of library visitors, employees, assets, and property, and to identify persons breaking the law or violating the library's policies. Staff and visitor safety are the first priority in any threatening situation. The protection of library property is of secondary importance.

A Board appointed representative will be responsible for the management of the security cameras, as well as cooperating with law enforcement as needed.

### **IV. Security Camera Locations**

Cameras may be installed in locations where individuals lack a reasonable expectation of privacy. Examples include common areas of our building such as entrances, near book and media collections, public seating areas, public computers, areas prone to theft or misconduct, and the parking lot. Signs will be posted at and/or near entrances stating that security cameras are in use.

Cameras will not be installed in areas of our building where individuals have a reasonable expectation of privacy, such as restrooms or private offices. Nor are they positioned to identify a person's reading, viewing, or listening activities in the library. Cameras will not be installed for the purpose of monitoring staff performance.

### **V. Security**

The Library has no obligation to monitor the cameras in real time. As the cameras are not constantly monitored, library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury.

## **VI. Retention of Digital Images**

Video footage will not be retained for an extended period or archived unless it is needed to document possible criminal activity or violations of library policies. Such footage will typically be retained for a period determined by the storage capacity of the equipment, unless required as part of an ongoing investigation.

Under certain circumstances, individuals authorized under this policy may use a still photograph or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.