

# **Franklin-Springboro Public Library**

## **Library Surveillance, Photography, and Video Policy**

Approved January 18, 2024 by the Library Board of Trustees

The mission of the Franklin-Springboro Public Library is to meet the educational, informational, intellectual, and recreational needs of the people in the service community: Franklin, Franklin Township, Carlisle, Springboro, and Clearcreek Township. Persons using the Library cannot expect full privacy once they enter the Library facilities. However, persons have a right to freely and safely access Library facilities, materials, and resources. The Franklin-Springboro Public Library understands that there may be times and circumstances when surveillance, photographs and videos will be taken by the Library or outside individuals and organizations.

The Library reserves the right to prohibit any filming or photography for any reason, including, but not limited to, if the filming or photography creates the potential for: (i) disruption of business; (ii) damage to or alteration of Library property; (iii) inappropriate use of Franklin-Springboro Public Library's name, logo or image; (iv) disruption of pedestrian or vehicular traffic; (v) other safety hazards; (vi) violations of the Library's policies; or (vii) individual or corporate financial gain.

### **Library Facility Camera/Video Surveillance**

Camera/Video Surveillance is conducted throughout Franklin-Springboro Public Library facilities and grounds on both properties. Both Library facilities have public monitors that show live camera/video surveillance throughout the facilities. These camera feeds are usually areas that staff cannot see from the desk and allow for monitoring when limited staff are in the building. All camera/video surveillance records when movement is detected and are monitored in real time, 24 hours a day, seven days a week. The Camera/Video Surveillance is limited to areas that do not violate person's reasonable expectations of privacy.

- The Library reserves the right to install security cameras in public and staff work areas for physical security of Library facilities, theft protection, safety of staff and persons using the Library.
- Franklin-Springboro Public Library will ensure that camera/video surveillances comply with state and federal laws.
- Signs are posted at public entrances/exits giving notice about the presence of surveillance equipment.
- Camera/Video Surveillance storage is limited and last no more than one month. The storage of camera/video surveillance is secured with password protection and can be accessed by a limited number of administrative staff members.
- Targeted video surveillance is prohibited when based on characteristics or classifications that would be considered discriminatory under law.
- If a court order or subpoena is presented to a staff member for camera/video surveillance, the Director or Assistant Director should be notified to determine the course of action.
- Library Surveillance footage may be subject to disclosure pursuant to Ohio's public records laws, subpoena, request by law enforcement, court-ordered release, or at the discretion of the Library Director. Requests for footage should be submitted to the Library Director.

## **Photographs and Videos in Public Areas Inside and Outside the Library Facilities**

Permission is not required for taking photographs or videos in public areas of the Library facilities as long as it is used for personal, noncommercial use, and subject to the following rules:

- Patrons inside the Library cannot be photographed or video recorded without their express written consent. Written consent must be obtained from patrons prior to being photographed or video recorded. Compromising a person's right to privacy and harassing behavior will not be tolerated.
- Photography and videos are permitted for publicly available Library collections. However, permission must be obtained for taking photographs or videos of copyrighted material. The Library assumes no responsibility for copyright infringements committed by individuals obtaining photographs or video of copyrighted material in violation of this policy or in violation of federal copyright laws.
- When inside and outside the Library facilities all ingress and egress must be left clear and cannot be obstructed. This includes entrance/exit doors, aisleways, vehicles, and other moving devices entering and exiting the parking lot.
- If special equipment or accessories such as tripods, flash, or microphones are needed by the person photographing or video recording, permission must be obtained by the Library Director or Assistant Director prior to use.
- The Library does not allow commercial (used to promote and/or market products or services for monetary gain) photography or video recording without permission from the Library Director. This request must be submitted in writing in advance for review.
- The Franklin-Springboro Public Library Conduct Policy must be followed at all times and cannot impede normal Library operations.

### **News-Related Filming & Photography**

The Library will consider reasonable requests for journalistic, non-commercial filming and photography. Notification is not required but is appreciated for news-related photography.

### **Franklin-Springboro Public Library Photography, Videos and Recordings**

The Library may take photos, videos, and/or audio recordings at the Library and during Library events to be used for publicity purposes on its website, social media sites, and in print materials such as posters, news releases, or other promotional materials. Any person not wishing the Library to use a photograph, video, and/or audio recording should inform the Library staff member prior to or while such actions are taking place.

### **Compliance with Policy**

Failure to adhere to this policy or the Conduct Policy could result in one or more of the following actions: request to leave the Library property, loss of Library privileges, and/or prosecution or arrest.