



Photography, Videography, and Recording

Photography, video recording, and audio recording are allowed under the conditions listed below only to the extent that they do not interfere with the operations, programs, and activities of Summit County Libraries (SCL) or the rights of SCL patrons. SCL will limit or stop photography, videography, and recording on library properties, inside library facilities or at offsite library events when such restrictions serve library purposes and support the public's safety or security. Foremost of these is ensuring the right of SCL patrons to use the library or attend library events freely and confidentially without scrutiny, intimidation, or distraction by others.

Any person photographing, filming and/or recording on SCL premises, including representatives of media outlets:

- Is expected to be respectful of, and refrain from disturbing other patrons as specified in SCL's Rules Governing the Use of the Library
- Must first obtain all necessary releases and permissions from persons who are photographed, filmed, or recorded. Only a parent or legal guardian may grant such releases and permissions for a minor.
- Accepts sole responsibility for adherence to copyright law (Title 17, United States Code) regarding reproduction and distribution of copyrighted materials.
- Is not permitted to take photos, video, or audio of any other person in areas where there is a reasonable expectation of privacy, such as restrooms.
- Is prohibited from taking photos, video, or audio of any other person in staff-only areas unless a written exception is made by the Library Director.

Requirements for Media Outlets

- Members of the media are asked to notify the Summit County Public Information Officer prior to or upon entering the library to alert library staff of the intent to photograph or video inside the library. When possible, library staff in the facility will be notified in advance to avoid potential interruption of library services and operations.

Photography, Videography, and Recording by SCL Staff

SCL staff may photograph, film, or record programs and events for library publicity and promotional purposes. SCL staff will make every effort to notify members of the public when photography, videography, and recording is taking place, and signs will be posted prominently. Reasonable efforts will be made to respect the wishes of patrons who do not want to be photographed, filmed, or recorded.

SCL Security Cameras

SCL is dedicated to protecting the rights and safety of patrons, volunteers, and staff while they enjoy a clean, safe, and comfortable environment. In pursuit of this objective, selected public areas of SCL premises are under video surveillance. Security cameras only record images.

- Purpose of Security Cameras: While it is recognized that video surveillance will not prevent all incidents, security cameras serve as a potential deterrent and as a means of identifying and prosecuting offenders. While adhering to applicable federal, state, and local laws concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy, SCL's video surveillance system will be used only for the identification of persons breaking the law or violating SCL's Code of Conduct and for the protection and safety of patrons, employees, assets, and property.
- Retention and Storage of Digital Images and Recordings: Video and call recordings will be kept for a limited amount of time and automatically deleted as system storage capacity dictates. Video and call recordings of incidents may be retained and reviewed for as long as considered necessary by SCL staff.
- Requesting Access to Digital Images and Recordings: Pursuant to Colorado Revised Statutes § 24-90- 119, SCL is required to protect the privacy of all patrons. Confidentiality and privacy issues prohibit the public from accessing recordings which may contain personally identifiable information about patrons. Digital images or recordings may only be disclosed pursuant to subpoena, upon court order, or where otherwise required by law after requests are reviewed by the Library Director or the Library Director's designee.

*REVIEWED AND ADOPTED by the Summit County Library Board
Date 01/25/2024*