

Town Hall Library Policy Manual	Video Recording & Photography Policy	Issued: October 2015 Revised: February 2021 Revised: March 2025
--	---	--

The Town Hall Library Board of Trustees permits video recording and photography under the conditions described herein and only to the extent that it does not interfere with the operations, programs, and activities of the library and is consistent with the library’s policies and procedures. The Board hereby authorizes video recording and photography as follows:

- Town Hall Library allows amateur photography and video recording in all publicly accessible areas of the library other than public restrooms, if it does not interfere with Library operations.
- No commercial or media photography or video recording may occur in Library facilities without the prior permission and approval of the Library Director and/or his/her designee. Such approval shall contain the conditions under which the commercial/media photography or video recording will take place and address the rights to ownership of the photos/videos. For commercial/media requests, please call 262-966-2933.
- Any consent granted pursuant to this Policy to permit photography or video recording may be revoked at any time by the Library Director or his/her designee upon failure to comply with terms of the Policy or other rules and regulations of the library.
- The library may capture and utilize photos/videos from Library events and from any event in which the library participates. These photos/videos may be used for publicity on the library’s website, in Library publications, or on the library’s social media accounts. The library may also use photos/images/videos voluntarily submitted to the library by users for promotional purposes.

The following disclaimer is posted on Library’s events calendar on www.townhalllibrary.org.

Photo/Video Permission

Staff often take photos or videos during Library programs and events. The library may use these photos/videos for publicity in print, on social media, and on our website. If you do not want a photo/video of yourself or your child taken, please inform the person in charge immediately prior to the event taking place.

This statement will be reiterated at the beginning of each Library event, giving attendees the opportunity to opt out of having their photo/video taken.