



Keene Public Library Policies

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| Photography, Recording and Videography Policy | Adopted May 23, 2023 |
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It is the policy of the Library Board of Trustees of the Keene Public Library to permit photography, recording and videography under the conditions described herein, and only to the extent that it does not interfere with the operations, programs, and activities of the Library, does not cause disruption, and is consistent with the Library's policies and state laws.

Photography, recording and videography in Library facilities is authorized as follows:

1. Classes or events sponsored by the Keene Public Library may be photographed, recorded or filmed by Library staff or its representatives. Attendance at a Library-sponsored class or event constitutes the consent of all attendees and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs, recording or videography at the sole discretion of the Keene Public Library. Individuals who object to being photographed, recorded or filmed may request to be accommodated by Library staff. Such accommodation may include, but not be limited to, placement in a manner to avoid being photographed, recorded, or filmed.
2. The Library may utilize photos and videos from public programs and events at Library facilities and Library spaces on its website, social media platforms, and in Library publications. Photographs, images, and videos submitted to the Library by members of the public for online galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of all individuals, including children, individuals in photographs or images will not be identified by full name or personal identifying information without written approval from the photographed subject, parent, or legal guardian.
3. Individuals attending a Library class or program may photograph, recorded or film during the event. Individuals who object to being photographed, recorded or filmed may request to be accommodated to Library staff.
4. Casual amateur photography, recording, and videography is permitted in the public areas of Library facilities provided that it is not disruptive, does not interfere in any way with Library operations and does not record or capture any Library records that contain names or other personal identifying information regarding the users of the Library, its archival records related to the circulation, and use of library materials or services, including such information stored in



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electronic form as per NH RSA 201-D:11 (see appendix).

5. Except as otherwise permitted in paragraph 3 by the Library itself, in no circumstances may anyone take a photo, record or film a Library visitor without the consent of the individual, or the parent/guardian if they are a minor.

6. No commercial or media photography, videography or recording may occur in Library facilities without the prior written permission and approval of the Library Director. This includes both professional and amateur photographers or videographers who want to use the Library facilities for projects. Such approval may contain conditions under which the commercial/media/amateur photography or filming will take place.

7. Any consent granted pursuant to this Policy to permit photography, recording or videography may be revoked at any time upon failure to comply with the terms of the Policy, other rules of the Library, or state law.



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APPENDIX

201-D:11 Library User Records; Confidentiality. –

- I. Library records which contain the names or other personal identifying information regarding the users of public or other than public libraries shall be confidential and shall not be disclosed except as provided in paragraph II. Such records include, but are not limited to, library, information system, and archival records related to the circulation and use of library materials or services, including records of materials that have been viewed or stored in electronic form.
- II. Records described in paragraph I may be disclosed to the extent necessary for the proper operation of such libraries and shall be disclosed upon request by or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute.
- III. Nothing in this section shall be construed to prohibit any library from releasing statistical information and other data regarding the circulation or use of library materials provided, however, that the identity of the users of such library materials shall be considered confidential and shall not be disclosed to the general public except as provided in paragraph II.

Source. 1989, 184:3, eff. July 21, 1989. 2009, 273:1, eff. July 29, 2009.