



Lake Oswego Public Library

Photography and Recordings Policy

The first priority of the Lake Oswego Public Library is to provide library services to the residents of Lake Oswego. The Lake Oswego Public Library permits filming and photography in library facilities and on library grounds, only to the extent that such activities do not interfere with the provision of library services and are consistent with the Library's Mission Statement and Code of Conduct.

Library staff may terminate any filming or photography which interferes with a patron's use of the library or the library's ability to conduct business, or if filming or photography appears to compromise public safety, security, or applicable laws.

Recordings by staff

Lake Oswego Public Library frequently engages in photographing and recording programs and events for its own publicity and promotional purposes. All library visitors consent to the use of their photo taken at the library or during library events, unless they specifically inform staff of an objection to such use. Library staff will make every effort to notify members of the public when filming or recording is taking place. No names will be used in conjunction with photos unless verbal consent is given.

Recordings for personal use

The Lake Oswego Public Library permits visitors to engage in personal, non-commercial filming and photography in public areas of library facilities and on library grounds. Photographers/videographers must refrain from disturbing, harassing, intimidating or infringing on the privacy rights of others, and must follow all other rules set forth in the library's Code of Conduct. The use of additional equipment – such as tripods or lighting – is not permitted because of

safety, liability and other issues, unless specifically authorized in advance by the Library Director or designee.

Recordings for media, commercial or other uses

Representatives of the media are asked to notify the Library Director or designee in advance of visiting the library to film or photograph, so staff in the facility can be notified in order to prepare to avoid any potential disruption to the delivery of services.

All other requests to photograph or film in library facilities or on library grounds must be submitted at least five (5) business days in advance for consideration, and must receive written authorization by the Library Director or designee.

Adopted September 15, 2021