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Policy Type:	<b>Operational</b>	Policy Number:	<b>OP-25</b>
Policy Title:	<b>Photography and Video in the Library</b>	Initial Policy Approval Date:	<b>February 2023</b>
		Last Review/Revision Date:	
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The collection of photographs and video is done under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) for a number of purposes including promotion and documentation. This policy applies to any type of equipment that permits the taking of photos/videos.

At all times, disruption to the activities of CPPL visitors and employees must be kept to a minimum.

## Purpose

To establish guidelines for the collection and use of photographs and videos by staff of the Carleton Place Public Library. And, to establish under which conditions photos or videos may be taken by the public, creative film industry or news media.

## Policy Principles

### 1. Obtaining Permission – CPPL Initiated Photography and Videos

1.1. On occasion, CPPL will take Library-related photos/videos at programs or events. The exact use of the photos/videos may or may not be planned at the time they are taken. They may be used for promotion, social media, or record-keeping within the CPPL. Signage will be put up in the programming area letting visitors know that pictures and videos will be taken during a program or event.

1.4. Children under 18 must have permission of the accompanying parent/guardian.

### 2. Staff Identification

2.1 Library staff that are working during a Library event and are responsible for taking photos/videos must wear appropriate Library identification (ie-nametags).

### 3. Requirements for Use

3.3. Regarding children, the Library will use or display only a child's first name when using photographs or videos.

### 4. Photographs & Videos by Members of the Public for Personal Use

4.1 Photography and video for personal use is allowed in library spaces provided there is no disruption to library service, damage to library property/materials, and the library's image and reputation is not harmed.

4.2 CPPL reserves the right to terminate filming or photography that is interfering with patron or staff use of library spaces, or where there is deemed to be risk to public or staff safety or security.

4.3 Only handheld cameras may be used; additional equipment, such as tripods, drones, or lighting, is not permitted without prior authorization from the library CEO or designate.

4.4 CPPL prohibits taking of photos/videos in the Kids' Corner and areas marked "Staff Only". Exceptions for taking photos/videos in the Kids' Corner includes:



4.4.1 Where the child(ren) is/are in the care of the photographer,  
4.4.2 permission may be granted if the photographer has a legitimate reason, and the person having their photo/video taken, agrees. In the case of children who are 17 and under, the parent or guardian must provide permission if the child's face is distinguishable. Where permissions are required, it must be requested in advance of taking the photo/video.

## 5. Photographs & Videos by Media and other Commercial Use

5.1 The library may not be used as the setting for creative film or video without the written consent of the Library CEO or designate. Student projects may be allowed but require permission of the staff member in charge.

5.2 Press and other news media seeking to take pictures inside the Library must receive permission from the Chief Executive Officer or designate.

## Definitions

- Photography – Still photography, stored in any media (digital, film, etc.)
- Video – moving images captured, stored in any media (digital, film, etc.)
- Media / media organizations - A person or entity engaged in disseminating information to the general public through a newspaper, magazine, other publication, radio, television, social media, or other medium of mass communication.
- Media use – Used by news outlets, or other media companies, to illustrate an editorial piece of content.
- Commercial use – Used to promote products or services
- Personal use – Product is not for commercial, media or educational use.
- Student use – used towards the completion of an educational project from an identified educational institution

## Related Documents

Privacy Policy