

**OAK LAWN PUBLIC LIBRARY**  
**BOARD POLICY**  
**PHOTOGRAPHING AND VIDEOTAPING IN THE LIBRARY**

Photographing and videotaping is permitted in public access areas only if it is for Library promotion by the media, student projects, or **strictly for personal use**.

In order to reduce distractions and to protect the rights of patrons and staff, commercial photographing and videotaping on Library property are restricted as follows:

1. **Permission from the Library:** Photographers and videographers must complete a written request in advance. Approval by the Director is required.
2. **Permission from Subjects:** If any person photographed or videotaped is under 18, the photographer or videographer is responsible for obtaining written permission from a parent or legal guardian on behalf of the child.

The Library reserves the right for staff to photograph and videotape to promote activities, collections, and services. In addition to publication in the Library newsletter and local newspapers, these images may be accessible to the public on the Library's website, as well as on social media.

As permitted by the Open Meetings Act, any person may record a public Board meeting.

ADOPTED: 01/14/2003  
REVISED: 12/18/2012, 12/16/2014, 12/18/2018, 12/20/2022