



Photography & Recording Policy

Purpose & Scope

The Wallingford Public Library (WPL) permits photography and recording only if it does not interfere with the operations, programs, and activities of the library; and is consistent with WPL's policies, including the Code of Conduct. These terms apply to media, amateur photographers and audio/video creators.

Procedures & Guidelines

The following rules apply to photography, filming, audio recording, and other forms of recording on library premises:

- Tripods, stands, and other equipment (including flash or other lighting equipment) that obstruct passageways or interfere with the use of library facilities may not be used.
- Photographing, filming and audio recording of library patrons, staff, and programs is permitted as long as the recorder does not disrupt others' use of the library facilities or resources.
- Casual photography and recording is permitted for patrons and visitors wanting a remembrance of their visit; provided that the photography does not interfere with library operations or capture identifiable likeness of individuals without their permission.
- Recorders must be respectful of library patrons and staff, and are strongly encouraged to seek verbal permission from everyone who is identifiable in the image/audio file.
- Photographs, video, and other recordings of individuals for commercial purposes require permission from the subject(s) and require Library Director or designee approval in advance to avoid disrupting normal library functions.
- In order to document events or enforce library policy, the Library staff is authorized to take photographs as needed.
- WPL takes photos and videos of our events and programs to share with the community. Photos and/or videos may be uploaded to the library's website and social media platforms. If you would like your photo to be removed from our website or social media accounts, please inform us in writing. Where possible, please provide a link to where your photo is displayed.
- WPL permits research photography of its materials and resources; however, researchers are responsible for obtaining their own permissions when photographing copyrighted materials in the Library.
- WPL staff reserves the right to terminate any photo or filming session that appears to compromise public safety or security, that can be construed as harassment by those whose image is being captured, or that interferes with the provision of services to the public.

Adopted by Board of Managers on January 27, 1997.

Revised March 28, 2005, April 24, 2017, January 27, 2020. March 23, 2026.