



BRACEBRIDGE LIBRARY POLICIES AND PROCEDURES

Policy Number: OP-12
Title: Taking Photos/Videos at the Library

Category: Operational
Policy Replacing: OP-12 (2023)

Board Approval Date: October 14, 2025

Year of next review: 2027

PURPOSE:

This policy outlines the Bracebridge Library's position on members of the general public taking of photographs and videos within the library and/or at library events.

This policy also applies to news and public affairs coverage of library events, activities and staff.

POLICY STATEMENT:

The Bracebridge Library allows amateur photography and videotaping on library premises with permission, provided that such use is consistent with this policy, and does not infringe on the reputation, privacy and safety of Library patrons, employees and volunteers. It does not interfere with their ability to use the Library's facility, resources and services.

GENERAL GUIDELINES FOR PERSONAL PHOTOGRAPHY

- **Personal Use:** Users are allowed to take photos/videos of themselves, their family members, and their friends as well as the library facilities, resources and services, provided that the photos/videos are for personal enjoyment, learning, or entertainment, and not used for financial gain or commercial purposes.
- **Unauthorized Uses:** Photos or videos taken in the Library may not be used for purposes that are illegal, inappropriate, defamatory or otherwise unauthorized.
- **Respect Others:** Always be respectful of other patrons, staff and volunteers. Obtain express consent in advance, and honour the person's wishes to not be photographed or videotaped.
- **No Disruption:** Photography and filming must not interfere with library services, library operations, or the safety of visitors.
- **Equipment Restrictions:** Personal use of tripods, drones, additional lighting, or other accessories is not permitted without prior authorization from the library, as these may be disruptive or create a hazard.
- **Quiet Areas:** Photography/videography may be prohibited in designated quiet study areas, and you should be mindful of any noise disruptions from the equipment.
- **Public Areas:** You may not enter areas that are staff only areas. Unauthorized photos of staff workspaces are not allowed.

Rules Regarding Minors

- **Consent is Required:** Photography or filming of children (under 18) is generally not permitted without the express consent of a parent, guardian, or caregiver.
- **Identification for Staff:** Library staff taking photos or videos at an event must wear proper identification.

EXCEPTIONS:

1. The Library may take photos or videos of users for promotional, educational or historical purposes, provided that the individuals involved have given their express verbal consent.
2. The Library may also grant permission for outside groups or organizations to take photos or videos within the Library for specific events or projects, subject to the guidelines in this policy and the Library's discretion.
3. The Library reserves the right to prohibit photography or videography for specific events, programs or times, as determined by the Library in its sole discretion.

Any user who violates this policy will promptly be asked to stop taking photos or videos, and to delete the images in the presence of library staff. As well, they may be asked to leave the Library.

Previous Revisions: Facilities Use #2 – Release of Photo Materials (2011); Facilities Use #2 – Release of Photo Materials (2017)

Related Documents: Canadian Charter of Rights and Freedoms; Personal Information Protection and Electronic Documents Act; Freedom of Information and Protection of Privacy Act; Criminal Code of Canada; Trespass to Property Act.