***LVDL POLICY MANUAL SP: Photographing***

***Section II: Service Policies***

**TITLE: Photographing and Recording**

**DATE ADOPTED: November 2014**

**Lake Villa District Library (LVDL) is a public facility and a person’s presence may be recorded or become publically known.**

**Photographing, filming, and audio recording of Library programs is permitted provided that permission has been granted in advance by the presenter or the owner of any copyrighted material.**

**Equipment such as tripods, flash or high intensity lighting, or microphones may not interfere with use of or attendance at the Library.**

**LVDL staff members or representatives may photograph and/or record programs and events for its own purposes. Please notify a Library staff member if you do not want to be photographed or recorded.**