



Board of Library Commissioners Policy Manual

Policy 60-3 | Photography & Video Policy

The Grand Rapids Public Library reserves the right to document its services and the public's use of the library by taking photographs and making video or audio recordings of its programs, events, activities and their participants for use in brochures, flyers, web pages, or other promotional materials.

To ensure the privacy of all individuals, including children, images will not be identified using personal identifying information or names without written approval from the photographed subject or parent/guardian if a minor. Those wishing not to be photographed or recorded should inform the photographer or library staff. All patrons consent to the library's use of these photos or videos unless they specifically inform staff of an objection when the photos or videos are being taken.

Guidelines for the Public

Photography is allowed in all public areas. We ask all patrons who are photographing or filming in the library adhere to the following guidelines which are posted on www.grpl.org:

Photography in the Library

- Patron access to library material should be kept open. This includes doorways, stairs, elevators, book stacks and other areas identified by staff.
- The library is a place of business. Photographers should take care not to disrupt the work of library staff or patrons.
- The privacy of library accounts is protected by Michigan law. They cannot be photographed or recorded in any way.
- A photographer should ask for consent before filming a patron or staff member.
- Tripods, lighting and other equipment can block access and be a trip hazard. A camera and a camera bag are the only photography equipment allowed in the library.

Filming in the Library

- Professional filming should be scheduled through the Communications Department. Location fees may be charged.

- Filming for personal use is allowed if they meet the criteria above. Staff should use their best judgment when allowing filming and can offer meeting rooms to use if needed.

Adopted: June 25, 2024