

CATEGORY:	EXTERNAL
POLICY TITLE:	Photography and Recording Policy
FIRST ADOPTED:	April 27, 2023
REVISED and ACCEPTED and EFFECTIVE as of:	December 8, 2025
APPLICATION:	Patrons
RESPONSIBILITY:	Director

Photography and Recording Policy

The Kirkland Town Library honors state and federal law and policy with respect to photographing, recording, broadcasting, and streaming images of the premises, patrons, and employees while on library property. For the sake of clarity, all such activity is referred to in this policy as “Recording.”

The Library will allow all Recording consistent with its Rules of Conduct for Library Users (available at <https://www.kirklandtownlibrary.org/hours-policies/#rules>) and its mission to ensure information access, patron privacy, and library service. The Library reserves the right at all times to refuse any Recording that will negatively impact safety, patron privacy, employee work conditions or library operations.

Based on the Open Meetings Law, Recording is allowed at all meetings of the Library’s Board of Trustees, except for executive sessions. Reasonable restrictions for safety and operational reasons apply.

As the Library is a public building, the public does not have a reasonable expectation of privacy. Photographs/video may be taken during any event or visit. These photographs and videos may be posted on library maintained social media accounts or included in press releases. If you do not want your photo to be potentially used please let staff know.