

Policy Title	Filming and Photography		
Approval Date	April 21, 2026	Revision Date	
Related Policies	Confidentiality of Library Records Code of Conduct Library Meeting Room Use		
Statutory Reference			
Purpose	To ensure the public’s filming and photography in Lopez Island Library District facilities does not interfere with the public’s use of the facilities or delivery of library services.		

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

In cases where this policy conflicts with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, Lopez Island Library District (“LILD” “Library”) policies and practices prevail.

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

Policy:

Definitions

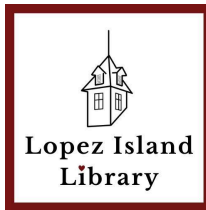
Facility: All buildings and properties owned and/or managed by the District.

Filming and Photography: The act of recording photographs and/or videos that can be taken with multiple types of devices including, but not limited to: cameras, video recorders, cellular devices, phones, tablets, and computers.

General Policy

This policy applies to all individuals and entities seeking to film or photograph in LILD facilities. This includes news media, documentary, research, amateur, and commercial photography or videography, as well as groups and non-library events in meeting rooms.

The LILD is a limited or designated public forum, and reasonable time, place, and manner regulations are permissible.



Filming and photography are allowed in LILD facilities only to the extent that it does not interfere with the public's use of LILD facilities, the delivery of library services, and/or an individual's expectation of privacy in a public space.

All parties involved in filming and photography are expected to follow the Code of Conduct Policy.

The LILD is not responsible for filming or photography of library customers or visitors by any third-party. However, for the safety and privacy of customers using Library facilities, any third-party filming or photography inside the facilities has sole responsibility for obtaining all necessary releases and permissions from persons who are filmed or photographed. The LILD undertakes no responsibility for obtaining these releases and is not liable for how any photos or videos are used by any third-party.

Only handheld cameras and devices may be used. Due to safety, liability, and other concerns, the use of additional equipment, such as tripods and/or lighting, is not permitted without Library staff approval.

Library staff may temporarily or permanently stop any filming or photography session that goes against the Code of Conduct or other LILD policy, interferes with the public's use of the facilities or delivery of library services, or appears to compromise public safety or security.

Library Staff Policy

Library staff may take photographs or film and reserve the right to use video or still photographs taken of program participants or library patrons for internal use, publication, and/or for promotional purposes.

LILD will make a good faith effort to implement this policy in a fair and consistent manner. The Director will establish administrative procedures necessary to implement this policy.