

**Category:** Legal  
**Policy Number:** 5-5  
**Policy Name:** Filming or Taking Photos

**Purpose:**

To protect the privacy of customers and staff, and to prevent nuisance and interference with use of the Waterloo Public Library's facilities and collections.

**Policy:**

Persons, including the media, wishing to film or take photos in the Library must have the permission of the CEO or, in her absence, the senior staff in charge.

Permission may be granted if it is possible to protect customers and staff from nuisance and violation of privacy. This may require scheduling an appointment outside regular open hours.

A staff member will accompany the photographer when photos are taken. This staff member must ensure that no photos are taken of customers or staff without their consent. In the event that a child is being photographed, a parent or legal guardian must provide consent.

The Library may occasionally have exhibits that are not to be photographed to protect them from being unfairly copied by others.

**Document Record:**

June 2003	Initial Release
July 2015	Reviewed
June 2019	Reviewed