



Red Feather Mountain Library District PHOTOGRAPHY, VIDEOGRAPHY, AND RECORDING POLICY

Reviewed and adopted by the Red Feather Mountain Library Board of Trustees, June 19, 2024

I. Photography, Videography, and Recording by Red Feather Lakes Community Library (RFLCL) VISITORS

- A. Photography, video recording, and audio recording are allowed under the conditions listed below only to the extent that they do not interfere with the operations, programs, and activities of Red Feather Lakes Community Library (RFLCL) or the rights of RFLCL patrons. RFLCL will limit or stop photography, videography, and recording on library properties or inside facilities when such restrictions serve library purposes and support the public's safety or security. Foremost of these is ensuring the right of RFLCL patrons to use the library freely and confidentially without scrutiny, intimidation, or distraction by others.
- B. Any person photographing, filming, and/or recording on RFLCL premises:
 - 1. Is expected to be respectful of, and refrain from disturbing other patrons as specified in RFLCL's Standards of Acceptable Behavior Policy.
 - 2. Must first obtain all necessary releases and permissions from persons who are photographed, filmed, or recorded. Only a parent or legal guardian may grant such releases and permissions for a minor.
 - 3. Accepts sole responsibility for adherence to copyright law (Title 17, United States Code) regarding reproduction and distribution of copyrighted materials.
 - 4. Is not permitted to take photos, video, or audio of any other person in areas where there is a reasonable expectation of privacy, such as restrooms.
 - 5. Is prohibited from taking photos, video, or audio of any other person in staff-only areas unless an exception, with staff accompaniment, is made.

II. Photography, Videography, and Recording by RFLCL STAFF

- A. RFLCL staff may photograph, film, or record programs and events for library publicity and promotional purposes. RFLCL staff will make every effort to notify members of the public when photography, videography, and recording is taking place, and signs with crowd-release language will be posted at library events where RFLCL photography, videography, and/or recording is happening. Reasonable efforts will be made to respect the wishes of patrons who do not want to be photographed, filmed, or recorded.
- B. To ensure the privacy of all individuals, the full names or any personally identifiable information of photographed subjects will not be used without the express written approval from the subject, or if a minor, the parent or legal guardian.

III. RFLCL Security Cameras

RFLCL is dedicated to protecting the rights and safety of patrons, volunteers, and staff while they enjoy a clean, safe, and comfortable environment. In pursuit of this objective, selected



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public areas of RFLCL premises are under continuous video surveillance. Security cameras *only* record images.

- A. Purpose of Security Cameras: While it is recognized that video surveillance will not prevent all incidents, security cameras serve as a potential deterrent and as a means of identifying and prosecuting offenders. While adhering to applicable federal, state, and local laws concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy, RFLCL's video surveillance system will be used only for the identification of persons breaking the law or violating RFLCL's Standards of Acceptable Use and for the protection and safety of patrons, employees, assets, and property.
- B. Signage in Areas Under Camera Surveillance: Notice of the use of security cameras will be posted at the entrances of RFLCL buildings so that library visitors have reasonable and adequate warning that surveillance is or may be in operation.
- C. Security Camera Locations: Reasonable efforts will be made to safeguard the privacy of patrons, volunteers, and staff by installing security cameras in locations where there is no expectation of privacy; examples include common areas such as entrances, near book and media collections, delivery areas, and parking lots. Cameras will not be installed in areas where there is a reasonable expectation of privacy, such as restrooms.
- D. Retention and Storage of Digital Images and Recordings: Video and call recordings will be kept for a limited amount of time and automatically deleted as system storage capacity dictates. Video and call recordings of incidents may be retained and reviewed for as long as considered necessary by RFLCL staff. Storage media will be kept in a secure area.
- E. Requesting Access to Digital Images and Recordings: Pursuant to Colorado Revised Statutes § 24-90- 119, RFLCL is required to protect the privacy of all patrons. Confidentiality and privacy issues prohibit the public from accessing recordings which may contain personally identifiable information about patrons. Digital images or recordings may only be disclosed pursuant to subpoena, upon court order, or where otherwise required by law after requests are reviewed by the Library Director or the Library Director's designee.



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Resources

[Colorado Statute CRS 24-90-119: Privacy of User Records](#)

<https://www.ala.org/advocacy/intfreedom/privacyconfidentialityqa> III. Security Concerns #24/25/26

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/privacy> - US Constitution 1st and 4th amendment rights

<http://www.ala.org/advocacy/privacy/guidelines>

<http://www.ala.org/advocacy/privacy/checklists>

[CRS 24-72-113 Limit on retention of passive surveillance records-definition](#)

[Surveillance Cameras and Law Enforcement Inquiries](#)

<https://www.ala.org/advocacy/privacy/lawenforcement>

<https://www.ala.org/advocacy/privacy/lawenforcement/guidelines> - Procedures for law enforcement requests for video tapes

<https://www.cde.state.co.us/cdelib/librarydevelopment/publiclibraries/Policies>

[Mesa County - Exemplar of Photography, Videography, and Recording Policy](#)

Revision History

Red Feather Mountain Library District, RFLCL Photography, Videography and Recording Policy, June 19, 2024

Red Feather Mountain Library District, Use of Security Cameras and Videography Policy August 25, 2021