

## **KANE COUNTY LAW LIBRARY & SELF HELP LEGAL CENTER**

### **PHOTOGRAPHY AND/OR VIDEO POLICY**

The Kane County Law Library & Self Help Legal Center (Law Library) recognizes its important interest in making its facility available to all licensed attorneys, judges, other public officers of the county, and all members of the public. This requires the Law Library to maintain policies that protect the privacy of its patrons and staff and ensures their freedom from harassment, intimidation, and threats to their safety and well-being. In order to provide appropriate safeguards against such behavior and enforce policies and procedures to address such behavior when it occurs, the Law Library has adopted the following policy regarding the taking of photographs and/or videos inside the Law Library.

#### **I. Photography and/or Video in the Kane County Judicial Center**

The Law Library is located within the Kane County Judicial Center. Photographs and/or videos taken within the Kane County Judicial Center may only be done in accordance with [Kane County Local Rules 1.11 and 1.12](#) and the [Policy Governing Use of Public Spaces in Sixteenth Judicial Circuit Courthouses](#). Individuals should review these rules and policy and be familiar with them prior to taking any photographs and/or videos within the Kane County Judicial Center.

#### **II. General Policy for Photography and/or Video in the Law Library**

Permission is not required for taking photographs and/or videos in public areas of the Law Library for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, photographs and/or videos may not be taken in certain locations within the Law Library, including, but not limited to, rooms reserved for nursing and areas reserved for staff.

No person, including staff, shall be photographed and/or video recorded inside the Law Library without their specific written consent, except as described in Section V, of this policy, and subject to the privacy provisions of the [Library Records Confidentiality Act, 75 ILCS 70/1](#).

If tripods, lights, or other specialized equipment are to be used, requests must be made to the Director of the Law Library at least twenty-four hours in advance.

Persons taking photographs and/or videos shall 1) not compromise a patron or staff members' right to privacy; 2) harass, intimidate, or threaten a patron or staff member; or 3) block library aisles, walkways, stairwells, doors, or exits.

#### **III. Commercial Photography and/or Video**

The Director of the Law Library may permit use of the Law Library facilities for the taking of commercial photographs and/or videos if it does not interfere with the mission of the Law Library and is in accordance with the rest of this policy, including the [Kane County Local Rules 1.11 and 1.12](#) and the [Policy Governing Use of Public Spaces in Sixteenth Judicial Circuit Courthouses](#). Prior permission for such use must be requested at least one week in advance.

#### **IV. Photography and/or Video of Law Library Materials and Resources**

The Director of the Law Library permits the taking of photographs and/or videos of Law Library publicly available collections; however, patrons are solely responsible for obtaining appropriate consent or permission when taking photographs and/or videos of copyrighted materials.

#### **V. Law Library Photography and/or Video at Events and Programs**

Attendance at Law Library programs and events constitutes consent to be photographed and/or video recorded for use in print and/or electronic publicity for the Law Library. Names or personal identifying information will not be used without permission of the individual, parent, legal guardian, or caregiver. [Photographs and/or Videos with Identifying Information Release Form](#)

Any individual who does not wish the Law Library to use photographs and/or videos of them, or their child, should inform a Law Library staff member prior to, or while such photographs and/or videos are being taken.

#### **VI. Liability**

Persons other than Law Library staff and/or employees of the Kane County Judiciary involved in taking photographs and/or videos, are solely liable for any injuries to persons or property that result from their activities on Law Library property. They have the sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photographs and/or videos or for copyrighted materials.

#### **VII. Compliance with Policy**

The Law Library reserves the right to ask any individual or group violating this policy to cease the taking of photographs and/or videos. Those who continue to do such in violation of this policy will be required to leave the Law Library premises.