
City of Swan Libraries Use of Photo or Video Equipment Guideline

Purpose

City of Swan Libraries provides equitable access to safe, welcoming library buildings and spaces for their customers. We support the rights of the individual to access information, as well as their right to privacy in doing so. This guideline is intended to protect library users while allowing non-commercial use of photo or video equipment for personal use, or to promote library buildings, spaces or events.

Guideline

Personal Use

- Customers are welcome to take photo or video images of the general interior of building and spaces for personal use. For example, a photograph of yourself in the library for a private album. However, photo or video of other users is not permitted.

Non-commercial use

People wishing to use cameras and/or recording equipment within City of Swan Libraries for the purposes of using images for marketing or promotion and/or on social media must have advance permission from the Library Manager or Coordinator.

- Those photographing or videoing children must have both the verbal permission of the Event Coordinator, Library Manager or Library Coordinator and a written release signed in advance by each child's legal guardian.
- Those photographing or videoing adults, including staff, must have verbal permission from the subject as well as the verbal permission of the Event Coordinator, Library Manager or Coordinator.
- Library access by photographers and videographers may be limited either by time constraints or to specific areas depending upon such impact or effect such sessions could have upon other library users.

Commercial Use

People wishing to use cameras and/or recording equipment within City of Swan Libraries for commercial use must obtain advance permission from the Manager Communications and Engagement.

Public events

- City of Swan Library staff have the right to photograph, film and record library events and customers for promotional use. Visitors to the library, or anyone participating in any library event being captured on film or by photograph, will be advised verbally or through signage that their participation acts as consent to being photographed, filmed or recorded, unless they indicate otherwise to library staff.

Anyone who fails to follow this guideline will be required to stop using their equipment.

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Document control

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