

## Photography and Film Policy

Mercer University Libraries is dedicated to maintaining an environment that allows all patrons to access library resources and information freely and safely. This dedication requires Mercer University Libraries to maintain responsible policies that protect the privacy of students, faculty, staff, alumni, and other patrons.

To provide appropriate safeguards against harassment, intimidation, or threats to patron safety, Mercer University Libraries has adopted the following policy regarding the taking of photographs or video within and around library facilities:

### Permissions

- Permission is not required for taking photographs or videos in public areas of the library for personal / noncommercial use provided that other library users are not captured without their express permission.
  - There may be library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited (i.e., restrooms, study rooms, and conference rooms).
- Any persons recording, filming, or photographing have sole responsibility for obtaining all necessary releases and permissions regarding persons filmed, photographed, or recorded.
- Photography and recording of library events and programs may only be done with the permission of the Public Services Librarian (Tarver), Swilley Library Director (Swilley, Douglas, Henry), or the hosting organization / individual.

### Privacy

- Patrons may not record conversations or interactions with Library staff unless permission by said staff is given. If a patron undertakes to record an interaction without permission and refuses to cease, Mercer police will be contacted, and the patron(s) will be asked to vacate the building.
- Persons taking photographs and video shall not compromise a patron or staff member's right to privacy.
- Persons taking photographs and video shall not harass or threaten a patron or staff member.
- Persons taking photographs and video shall not hinder daily library operations, block library aisles, walkways, exits, doors, elevators, or stairways.
- Persons are solely responsible for obtaining consent or other permissions when taking photographs or videos of copyrighted materials.

### Library Photography, Videos, Recordings

- Mercer University Libraries reserves the right to document all library services, events, programs, and facilities.
- Mercer University Libraries may take photos, videos, and audio recordings to use in publicity materials and on social media.
- Any individual who does not wish Mercer University Libraries to use a photograph and video of them should immediately inform a library staff member.

Mercer University Libraries reserves the right to ask any individual or group to cease the taking of photographs or videos that violate the above policies.