



## **GREENVILLE (S.C.) COUNTY LIBRARY SYSTEM PUBLIC PHOTOGRAPHY/ RECORDING POLICY**

The Greenville County Library System ("Library") strives to provide and maintain inviting facilities where individuals feel welcomed and valued. The Library Board of Trustees has established photography and recording regulations to minimize disruptions to library users and/or Library operations.

- Members of the public may take photos or make video/audio recordings at Library programs, within designated public areas of Library facilities, or on Library grounds for personal and non-commercial use.
- Use of photography and recording equipment shall not obstruct entrances, exits, aisles, and/or passageways; interfere with the free movement of others; or interfere with the performance of Library staff duties.
- Requests to use Library interiors and/or exteriors as a setting for commercial photography shall be directed to the Community Engagement Manager no later than five (5) workdays before the proposed date by emailing [communications@greenvillelibrary.org](mailto:communications@greenvillelibrary.org) or by calling 864-527-9235. The Library reserves the right to impose limits and conditions based on time, place, and/or manner.
- Photographs and videos gathered by Library staff during Library programs, events, and in Library spaces may appear on the Library website and social media forums, and/or other news related formats. It is the responsibility of Library program participants to let the photographer know if they do not wish for themselves or their child to be recorded.
- The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Individuals photographing or recording copyrighted materials in Library facilities are solely responsible for ensuring compliance with copyright law.
- Flash units shall not be used in the South Carolina Room at the Hughes Main Library.