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Gwen Harrison, Director

## **Media and Public Relations Policy**

### **Social Media**

As a department of the City of Springfield, Lincoln Library adopts and adheres to the [City of Springfield, Illinois Social Media Policy](#). Please note that social media accounts are not monitored 24/7.

### **Photography & Filming**

#### **Library Programs**

The library engages in photographing and filming its events and activities for its own publicity and promotional purposes. Attendance at library sponsored events constitutes the consent of attendees to the use of their image, and images may be shared with the community in a variety of forms. Security cameras are necessary for the safety of library guests and staff and will operate on library property at all times.

#### **General Public**

Library patrons may take photographs and/or video in the public areas of the library. Photographers and videographers must refrain from disrupting or hindering the use of the library by others or photographing or filming others without consent. Excessive or obtrusive photography and/or filming will not be tolerated and may violate the Lincoln Library Behavior Policy.

#### **News Media**

Media outlets, commercial or political interests, and photo/video projects must obtain administrative consent prior to photographing and/or filming. Permission to photograph and/or record on library property does not indicate Lincoln Library's endorsement of the issues or events promoted by those materials.

### **Petitioning or Distribution of Literature in Libraries**

It is the policy of Lincoln Library that petitioning, solicitation, or distribution of literature or leaflets, canvassing, or similar types of appeals by members of the public are not allowed on library property.

**Approved by Lincoln Library Board September 25, 2024**