

# Thomas Crane Public Library

## Photography & Recording Policy

### Policy Statement

The Thomas Crane Public Library allows photography, video and sound recording on Library property according to the regulations below. These activities may not interfere with the operations, programs, and activities of the Library, infringe on the privacy rights of Library users, or violate any other Library policies.

### Definitions

*Photography* is the taking of still visual images with a film or digital camera.

*Recording* includes the capture of moving visual images and/or audio sound using film, videotape, audiotape or digital equipment, in either recording or live streaming/broadcasting modes.

### Regulations

*Photography and Recording for Personal or News Media Use*

1. Casual amateur and news media photography and recording is permitted in the public areas of the Library, both indoors and out, provided that it does not capture any identifiable likenesses or voices of individual Library users without their permission.
2. Caregivers visiting the Library may photograph or record their own children to capture special moments. Photography or recording of other minor children is prohibited without the consent of their parent/guardian.
3. Anyone taking photographs or recordings, including members of the news media, is responsible for obtaining all necessary releases and permissions from persons who are identifiable subjects of said photographs or recordings.
4. Only handheld devices may be used to photograph or record indoors. The use of additional equipment such as tripods, lights, flash, and backdrops is not permitted. Selfie sticks are permitted but may not obstruct passageways or disturb other Library users.
5. Additional equipment such as tripods may be used when photographing or filming the exterior of the building only. Care must be taken not to impede the passage of other visitors around and into the building, or their access to parking areas or outdoor spaces.
6. Changes to Library facilities or furnishings are strictly prohibited.
7. Photographs and recordings may only be used for personal and non-commercial purposes.

*Commercial Photography and Recording*

8. Subject to the Library's Private Events Policy and a negotiated rental fee, Library buildings and grounds may be used as a setting for creative film or commercial photography (including wedding and engagement photography) when the Library is closed to the public.
9. No commercial photography or filming is allowed without a prior location agreement authorized by the Library Director.

### *Library Sponsored Programs*

10. Programs or events sponsored by the Library may be photographed or recorded by Library staff or representatives. Attendance at a Library sponsored program or event constitutes the consent of all attendees, and the consent of the parents/legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or recordings at the sole discretion of the Library, only for the purposes of Library publicity and promotion.
11. Library staff will make every effort to notify members of the public when photographing or recording of programs and events is taking place.
12. When using photographs and recordings from public programs and events, the Library will not identify images with full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.
13. Individuals wishing to record Library sponsored programs for non-commercial use only must request advance permission from the Library. Each request will be considered on a case by case basis. Such recording is subject to speaker/performer approval and may not disrupt or inconvenience normal library use. The in-person audience and their experience must take precedence and recording must focus on speaker(s), not audience (excluding Q&A).

### *Non-Library Sponsored Programs*

14. Groups using Library meeting rooms for public meetings and programs may arrange for photographers and news media during their event. Photography and recording for such events is restricted to the meeting room space reserved by the group and may not take place in other areas of the Library.
15. Groups taking photographs or recordings of program attendees are responsible for obtaining all necessary releases and permissions from persons who are identifiable subjects of said photographs or recordings.

### *Liability and Responsibility*

16. Persons or groups photographing or recording on Library property assume any and all liability for damages, losses or injuries that participants may sustain to their person or property as a result of photography or recording activities.
17. At its sole discretion, the Library may revoke permission and terminate any photography or recording session that appears to impede library operations, compromise public safety, building security or patron privacy, or violates any terms of this or any other Library policy.
18. Complaints about this Photography & Recording Policy should be addressed to the Library Director.

*Adopted by Vote of the Library Board of Trustees, February 10, 2020*

### **Related Policies**

Appropriate Library Use

Private Events