

## **Brodhead Memorial Public Library**

### **POLICY: Photography and Filming**

**Approved by the Library Board: July 15, 2013; Amended July 20, 2015**

The Library permits the use of photographic, digital imaging and film equipment so long as such use does not interfere with the public's right to enjoyment of the Library for its intended purpose or violate the privacy rights of any user of the Brodhead Memorial Public Library.

Photography or filming must avoid capturing identifiable likenesses of individuals without permission.

All individuals photographing or filming on Library property must honor requests of individuals not to be included in photos or film. *Photos of minors are prohibited without the explicit permission of the parent or legal guardian of the child.*

Individuals wishing to take photos or film of any of the Library property for personal use may do so without special permission so long as such imaging is not disruptive to others.

Special or unique photography equipment, including but not limited to additional lighting, large tripods or large microphones shall not be permitted.

Under no circumstances will a person be able to modify or rearrange the property of the Library for photographic purposes without first obtaining specific permission from the Library staff.

### **Photography and Recording by Brodhead Memorial Public Library Staff**

The Brodhead Memorial Public Library may use photographs or recordings of staff, volunteers, and members of the public to promote and publicize the Library's programs, services, and collections.

Permission of individuals is not required if they are present at a public meeting, Library event or program and if they are not named or otherwise identified.

### **News and Media Photography**

The Library shall grant access and permission to any media photographer who is recording a news story that directly involves the Library and its programs provided that advance notice is given to Library staff and that all Library policies are observed.

### **Liability**

The Library accepts no liability for the use of photos or film resulting from the activity of any other person not under the direct supervision of the Brodhead Memorial Public Library.

Note that any persons filming or photographing on Library premises have the sole responsibility for gaining all necessary releases and permission from persons who are filmed, photographed or imaged.

Further, the photographer is solely responsible for ensuring that no copyright infringement occurs while conducting his or her activity. The Library undertakes no responsibility for obtaining such releases.

### **Rights of the Library**

The Library reserves the right to enforce all above provisions at its sole discretion. The Library's first priority is fulfilling the mission and policies of the Brodhead Memorial Public Library, and as such has the right to terminate the activities of any person whom it feels in its sole discretion are inconsistent with the mission or other policies. All staff of the Brodhead Memorial Public Library is authorized to terminate any photography, filming or imaging which appears to compromise the safety, security and enjoyment of its patrons.

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### **Permissions Guidelines for Photography and Recording by Library Staff**

If the photo is a group shot taken at a *large event* in the library by library staff or library-commissioned photographers, it is a public space and therefore we should be able to use photographs as long as we don't identify names. But, please try to put out a sign and/or make a statement if you plan to photograph an event. This allows people who don't want to be pictured to opt out. (Please see below).

Close ups cannot be used for web site or print materials without a permission slip.

If the media visit the library, they are allowed to interview, photograph, or videotape customers/patrons as long as they are respectful and follow our guidelines. They do not have to make library users sign our permission form. If a media visit is planned, they're asked to check in with library staff. Library users (and staff) are free to decline an interview or refer media to the library Director.

### **Please post sign and/or make announcement:**

"Adults and children may be photographed and videorecorded by Library staff or their representatives in the course of Library activities. The images may be used, without accompanying personal identification, in Library displays or photo scrapbooks. If you have a concern about this policy, please talk to Library staff."