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## PHOTOGRAPHY, RECORDING AND FILMING POLICY

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### POLICY STATEMENT

The first priority for the Warren County Library is to provide library services to the community. While it is recognized that technology has broadened the use of video, photo, and audio applications in everyday life, filming, photography, and recording are allowed on library premises only to the extent that they do not interfere with the provision of library services and are consistent with the Library's mission and policies.

The Library is a designated or limited public forum when it comes to First Amendment rights. In these spaces, we recognize our obligation consistent with the First Amendment to allow activities that relate to the mission of the Library – reading, writing, studying, and quiet contemplation. Conversely, other activities, such as the right to photograph, record or film, can be restricted if they interfere with library functions or operations.

Library customers should be able to use library services without fear that their identity, location, or reading/viewing choices will be published. Any persons filming, photographing, or recording on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed, photographed, or recorded. Failure to obtain releases and permissions from persons being filmed or photographed will be deemed unacceptable behavior for purposes of enforcing the Library's Customer Code of Conduct.

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### DEFINITIONS

The terms "photograph" or "photography", "recording" or "filming" are used generally and refer to any method including photography, filming, videotaping or any other process of still or moving image or audiovisual capturing in any method used now or in the future.

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### AMATEUR PHOTOGRAPHY

Casual amateur photography by customers and visitors wanting a memento of their visit is permitted in Library facilities so long as additional equipment such as tripods and/or lighting is not used and filming only captures the image of the person filming or of people who have provided express permission to be filmed/recorded.

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## GENERAL POLICY REGARDING PERMISSION

Permission is required for any filming or photography that could potentially disrupt operations or that will require permission from people who may be filmed while in a facility. Requests for permission to film, photograph or record must generally be made at least 24 hours prior. Permission should be requested on weekdays between 9 a.m. and 5 p.m. when the Library Administration office is normally open.

Permission is not required for photographing/filming/recording in public areas if no tripods, lights or other specialized equipment is used and images of people in the Library are not captured. There may be designated areas in library locations where photographing is prohibited.

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## PHOTOGRAPHY AND VIDEO OR AUDIO RECORDING BY THE LIBRARY

Warren County Library staff has the right to photograph, film, and record library events and customers for promotional use. Visitors to the library, or participants in any library event being captured on film or by photograph, will be advised in advance, verbally or through signage, that their participation in the event acts as consent to being photographed, filmed or recorded, unless they otherwise clearly indicate to the contrary to library staff. To ensure the privacy of all individuals, their images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.

The above policy applies only to open, public events. Closed events such as class visits would require releases and/or permissions from the supervisor of the visiting organization.

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## APPROVALS OF REQUESTS

The Library Director, or her/his designee is authorized to grant permission to photograph/film/record the interior of Library buildings, setting the conditions under which the photographing may take place, or to deny permission.

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## FACTORS CONSIDERED FOR APPROVAL

The Library Director or her/his designee will consider and act upon requests for permission to photograph considering:

- The public interest
- Statutory requirements
- The Library's interest
- Issues of confidentiality
- The amount of time each project will require

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## EXTERIOR PHOTOGRAPHY

Photographing the exteriors of Library buildings does not require permission; photography may not impede the ingress or egress of visitors or staff to or from any Library building.

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## MEDIA REQUESTS

The Library has an open door policy for news media photographers and reporters who are doing stories whose stories directly involve the Library's programs, resources, collections, and services. News media wishing to use the Library must obtain advance permission to:

- Protect the safety and privacy of those using Library facilities and resources
- Ensure Library business is conducted without disruption
- Ensure that the Library's users are not unduly disturbed

The Library does not grant permission for news media to use its facilities for stories or projects that do not relate to the Library itself; however, research photography of the Library's materials and resources are permitted within certain limitations. It disallows using Library facilities as interview venues for unrelated stories and disallows access to library customers for opinion polls or interviews within its facilities.

The Library also frequently engages in photography and the recording of programs and events for its own news-sharing and publicity. Materials recorded by the Library may be used in print or online outlets. Library staff will make every effort to notify the public when photography, filming, and audio-recording is taking place. Persons who do not wish to be photographed or recorded should indicate this to staff. Names will not be used in conjunction with photos or other recordings without express written consent.

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## ACADEMIC OR RESEARCH PROJECTS

Photographers working on nonprofit, academic, or research projects that affect the Library's operation must secure authorization in advance to avoid disrupting Library operations.

Research photography of the Library's materials and resources is permitted within certain limitations. Researchers and journalists are responsible for obtaining permission when photographing copyrighted material in the Library. Using Library facilities as interview venues for unrelated stories and photographing or recording Library users for opinion polls or "person on the street" interviews is prohibited.

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## COMMERCIAL PHOTOGRAPHY OR MAJOR PROJECTS

The Library will permit the use of its facilities for commercial photography or filming entertainment and educational projects where a library setting is called for if the project does not interfere with the mission of the Warren County Library and is in accordance with Library policy. Projects must be approved in advance. To avoid disruption of service to Library customers, such use may take place only when the Library is closed. A fee will be charged to offset costs incurred by the Library to provide access to the facility.

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## RECORDINGS FOR GROUPS AND NON-LIBRARY EVENTS IN THE MEETING ROOM

Groups arranging meetings in the Library's meeting rooms may arrange for photographers or news media during their event. Filming or photography for such events is restricted to the space reserved by the group and may not occur in other areas of the Library.

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## LIBRARY LIABILITY FOR INJURIES

Permission to photograph/film/record does not release the persons or groups involved from liability for injuries to persons or property that result from their activities on Library property.

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## PHOTOGRAPHIC RELEASES

Photographers filming or photographing on Library premises have sole responsibility for gaining all necessary releases and permissions from persons who can be identified in any photography. The Library undertakes no responsibility for obtaining these releases.

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## PHOTOGRAPHY LOGISTICS

The Library's Director or designee may terminate any session that appears to compromise public safety or security of people, buildings, or collections.

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## RESOLUTION 2021-7;