

# Filming and Photography Policy

The duty of fulfilling the Library's mission is the first priority of the Peterborough Town Library and the filming and photography described below is allowed only to the extent that it does not interfere with the provision of library services and is consistent with the Library's Mission Statement and Behavior Policy.

Note that any persons filming or photographing on library premises may not film any patron activity in the library, where a patron has a reasonable expectation of privacy.

Also note that library staff may terminate any photo session that appears to compromise public safety or security.

## News Media Photography

The Library has an open-door policy for news media photographers and reporters who are doing stories or projects that directly involve the library and its programs. 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. Note the library facility may not be used as an interview venue for unrelated stories and disallows access to library patrons for opinion polls or person on the street interviews within its facilities.

## Documentary-Type Photography for publication or broadcast

The Library permits photography of its premises and activities when the use of the photographs involves the library directly, ie. books, articles, or videos about the library itself, the library's position as a tourist, historical building, or learning destination, or as part of a piece used to describe town's history. Advance authorization must be obtained in advance from the Library Director.

## Commercial Photography

The Library does not permit commercial photography on or in its facilities. This includes, but is not limited to, using library buildings, grounds or interiors as a stage set for portraiture, model photography, and product photography. It includes photography or filming used to advertise goods or services unrelated to the Library for commercial sale or promotion.

## Research Photography

The Library permits research photography of its materials and resources within certain limitations. Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the library.

## **Amateur Photography**

Casual amateur photography and videotaping is permitted in library facilities for patrons and visitors wanting a remembrance of their visit. The use of additional equipment such as lighting is not permitted. Filming other patron activity is not permitted. Filming that causes a disruption to other patron use of the library is not permitted.

## **Photography for Groups and Non-Library Events in the Conference Center or meeting facilities**

Groups arranging meetings in the library meeting facilities may arrange for photographers and news media during their event. Photography for such events is restricted to the space reserved by the group and may not take place in other areas of the library.

## **Photography by Library Staff**

Attendance at programs and events sponsored by the Peterborough Town Library may be recorded through photographs and/or video. PTL frequently uses photos of patrons in its publications to promote the value, and use of, library products and services and to advance the mission of this library.

PTL does our best to make sure everyone, especially parents, being photographed are aware of the situation and the opportunity to decline to participate if they choose. Patrons will not be identified by name in any staff photography. Individuals or their family members who do not want to be photographed should notify library staff prior to or immediately after the program/event. If a library user finds an image of him/her or a family member that they would like removed from library publicity, they are encouraged to contact the library and it will be removed promptly.

## **Photographing Groups of Adults/Children**

No permission is needed to take photos of crowds during PTL sponsored events.

## **Photographing Adults**

When photographing one adult or a small group (3 or less), staff will get verbal consent.

## **Photographing Children Under Age 18**

When photographing one child or a small group (3 or less), staff will ask guardian for consent prior to taking the photo. Guardian will be notified the picture may be used in future library publications, on the library website, or social media outlets. The child's name will not be published.

# Form:

## PHOTO RELEASE

I hereby give permission for photos taken of my child/children at the Peterborough Town Library, or activity sponsored by the Peterborough Town Library, to be used by the library in its publications, press releases, display spaces, and website to document and promote the values and use of library products and services, and to advance the mission of the library.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name(s) of Children Under 18: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by the BOT on 1/24/2019

Reapproved by the BOT on 3/28/2024