

Alexandria Library Filming and Photography Policy

The filming and photography described below is allowed only to the extent that it does not interfere with library operations, services, programs and activities and is consistent with the Rules Governing Use of the Alexandria Library.

Note that any persons filming or photographing on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. The Library undertakes no responsibility for obtaining these releases.

Permission to film may be revoked at any time if the activity fails to comply with this policy or is disruptive to the Library's operations. Library staff may terminate any photo or filming session that appears to compromise public safety or security.

Photography for Library Use

Programs or events sponsored by Alexandria Library may be photographed or filmed by the Library's staff or its representatives. Attendance at an Alexandria Library-sponsored program or event constitutes the consent of all attendees, and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or videos at the sole discretion of Alexandria Library. Photos, images, and videos submitted to the Library by users for online galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of individuals and children, images will not be identified using full name without written approval from the guardian. If a customer does not want the Library to use a photo or video of them or of their child, they must inform the Library staff member who is coordinating the event.

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. Advance authorization for such photography must be obtained from the Library's Communications Office.

The Library does not grant permission for news media to use its facilities for stories or projects that do not relate to the Library; however, research photography of the Library's materials and resources is permitted within certain limitations (see "Research Photography" section below). The Library does not allow use of its facilities as interview venues for unrelated stories, and does not allow access to library users for opinion polls or "man on the street" interviews within its facilities.

Documentary-Type Photography for Publication or Broadcast

The Library permits filming or photography of its premises and activities when the use of the film or photographs involves the Library directly, e.g., books, articles, or videos about the Library, the Library's position in the City of Alexandria as a tourist or learning destination, or as part of a piece used to describe our city's environs. Advance authorization must be obtained from the Library's Communications Office.

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. Additional permissions must be obtained from Local History/Special Collections to photograph materials or items in special collections. Because of copyright and preservation issues, permission to reproduce materials from this branch may be denied or involve a fee. Please discuss your needs with a staff member and obtain advance authorization before planning your project.

Amateur Photography

Casual amateur photography and filming is permitted in library facilities for customers and visitors wanting a remembrance of their visit, provided that the photography does not interfere in any way with library operations or capture any identifiable likenesses of individuals without their permission. The use of additional equipment such as lighting is not permitted.

Movie Industry

The Library will permit use of its facilities by the movie or music industry for filming major entertainment projects where a library setting is needed, if the project does not interfere with the Library's operations, is in accordance with the rest of this policy and does not advertise or promote commercial products. Filming may not be related to political campaigns or to partisan issues, because Alexandria Library wishes to avoid any appearance, no matter how slight, of impropriety or impression of political preference. These projects must be approved in advance through the Library's Communications Office, with details worked out in advance with the Library. Such filming may take place only during hours when the Library is closed, and all equipment must be removed during the Library's operating hours. Library personnel such as are necessary to open, secure, and remain on the premises during a shoot must be paid at overtime rates by the production company.

Photography for Groups and Non-Library Events

Groups arranging meetings in library 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.

For commercial/media requests, please contact the Library Communications Office.

The Library reserves the right to amend the Filming and Photography Policy as needed.

Approved by City Attorney: July 2018

Approved by the Library Board: 17 September 2018