

## **Charlton Public Library Photography, Video & Filming Policy**

Photographing, videoing, and filming in the Charlton Public Library is allowed with the understanding that it does not interfere with the provision of Library services, is consistent with the Library's Use of Library and Patron Behavior Policy, and does not infringe on the privacy rights of the Library's patrons.

Charlton Public Library staff may engage in photographing and videoing programs and events and reserves the right to utilize them for its own publicity and promotional purposes online and in print. Library staff will notify members of the public when photography and video recording is taking place, and any patrons and/or their child(ren) who do not want to be photographed or recorded will be accommodated.

The news media and members of the public are welcome to take photographs in and around the Library. The responsibility for obtaining releases for news photos, video and film lies with the media outlet. The Charlton Public Library staff may terminate any photo, video and film session that appears to impede Library operations, compromise public safety, building security, patron privacy, or is inconsistent with the Use of Library and Patron Behavior Policy.

### **Casual Filming and Photography**

The Library allows visitors and patrons to engage in casual photography, videoing and filming while present in the Library and visiting its outdoor spaces. Library facilities and grounds are public spaces and the Library is not responsible for incidental photography, videoing or filming of visitors and patrons of the Library.

Only handheld cameras, body cameras and cell phones may be used to photograph or take videos. Because of safety and liability concerns, the use of additional equipment such as tripods, lights, and/or backdrops is not permitted without prior permission.

Patrons must request permission from the Library director or the librarian-in-charge prior to conducting professional style photo or video sessions of the interior of the building. This includes amateur photography using tripods, lights, and/or backdrops.

While engaged in photographing, videoing or filming, care must be taken not to impede the ingress or egress of visitors or staff to or from the Library building, its outdoor spaces, or parking areas.

### **Library Liability for Injuries**

Permission from the Library to conduct photographing, videoing or filming does not mean the Library assumes any liability. The person or group responsible for the photographing, videoing or filming assumes any and all liabilities, losses, and/or damages for personal injury arising from, or related to, photographing, videoing or filming activities.

*Adopted by the Board of Library Trustees on October 17, 2019*

*Amended by the Board of Library Trustees on November 17, 2022*