

## **Wareham Free Library Photography & Recording Policy**

Photography and videography are defined as the making of images using any type of equipment capable of recording an image (including but not limited to: cell phone cameras; still cameras; video cameras; and movie cameras).

Photography and videography for commercial purposes is prohibited. Requests for exceptions must be submitted, in writing, to the Library Director. Permission, if granted, will be communicated, in writing, at the Library Director's earliest convenience.

Photography and videography is permitted when the following conditions are met:

- It is done in public areas of the building
- It does not interrupt or curtail the delivery of library services
- It does not reveal the nature of an individual's intellectual pursuits or items borrowed
- The photographer has secured any and all necessary permissions to make images of human subjects\* and of creative or intellectual property of the speaker/presenter. The Library assumes no responsibility for securing such permissions.
- It does not entail moving or changing library furnishings including lights and light fixtures for the purpose of making an image

\*If any person to be photographed or videotaped is under 18 years of age, permission must be obtained by the photographer or videographer from a parent or adult guardian on behalf of said minor child.

Attendance at Wareham Free Library programs & events constitutes consent to be photographed and/or recorded for use in print and/or electronic publicity for The Wareham Free Library. Such outlets include, but are not limited to, publications, productions, presentations, displays, and the Internet, including library sponsored social media websites. Once published, content may be shared or repurposed with or without the consent of the library. The Wareham Free Library takes no responsibility for the sharing and/or republishing of photograph(s), video(s) and/or recording(s) by third parties, or for the management of content beyond its own publications and websites. Photograph(s), video(s) and/or recording(s) will not be identified using full names or personal identifying information without written approval from the subject, parent, or legal guardian.

Recognizing and respecting the nature of intellectual and creative property, the Library will not be responsible for securing permission to photograph or record lectures, performances, and similar events not governed by the Open Meeting Act. The library will attempt to contact the local media about performers and dates; however, representatives of those media must make their own arrangements in securing permission to record and notify the library of their intent to do so.