

## **Camden County Library District Policy Manual**

### **Section 2. Operating Policies**

#### **Subsection 21. News Media and Photography policy**

Public libraries are classified as "limited public forums," which essentially recognizes that libraries have the ability to place "time, place, and manner" restrictions on speech and speech-related activities occurring on their property as long as the restrictions are both reasonable in nature and viewpoint neutral, preserve the patron's right to privacy and consistent with other library policies.

#### **Filming and Photography Policy**

Filming and photography are allowed as described below only to the extent that it does not interfere with the delivery of library services and is consistent with the library's mission. All parties involved in filming and photography are expected to follow the Library's Patron Behavior Policy.

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. Presence in the Library is not consent on behalf of patrons for the use of their image or likeness by any third party. Failure to obtain releases and permissions from persons being filmed or photographed will be deemed unacceptable behavior for purposes of enforcing the Library's Patron Behavior Policy. Library staff shall terminate any photo session that violates Library policies or appears to compromise public safety, patron confidentiality, or security. Termination may occur at any time that the activities become basically incompatible with the normal activity of the library's use, safety, and function.

#### **News Media Filming and 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, resources, and services. Advance authorization for such coverage must be obtained from the CCLD Director, Assistant Director, PR/Marketing manager, or local Branch manager if possible. The library does grant permission for news media to use its facilities for stories or projects that do not relate to the library itself. The library allows using Library facilities as interview venues for unrelated stories. However, the library disallows access to Library patrons for opinion polls or interviews within its facilities in coordination with Section 2 subsection 14 Solicitation Policy and the Section 2 subsection 17 Patron Behavior Policy. Any interviews done at the library must be arranged prior to the use of library premises and off-premises to prevent disturbing patrons or violating patron privacy and security. The library does allow the use of our meeting rooms for press interviews. At locations without meeting rooms, interviews may be conducted in public areas as long as they do not disturb other patrons or violate other library policies.

## **Documentary-Type Filming and Photography for Publication or Broadcast**

The library permits photography and filming of its premises and activities when the use of such involves the library directly, i.e., books, articles, or videos about the library itself, the library's position as a learning destination, or as part of a piece used to describe Camden County. Authorization must be obtained in advance from the CCLD Director, Assistant Director for Business Management, PR/Marketing manager, or local Branch Manager.

## **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 Filming and Photography**

Casual amateur photography and videotaping are permitted for patrons and visitors wanting a remembrance of their visit. The use of additional equipment such as lighting is not permitted. Amateur photographers have explicit responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed.

## **Photography for Groups and Non-Library Events in Meeting Rooms**

Groups renting Library facilities may arrange for photographers and news media during their event. Filming and photography for such events are restricted to the space reserved by the group and may not take place in other areas of the library without advance authorization of the CCLD Director, Assistant Director, PR/Marketing manager, or local Branch Manager.