

### **3.13 Photography Policy**

The Poudre River Public Library District strives to maintain an environment in which residents and guests are able to use the Library's resources, services and programs as effectively as possible. A photography and recording policy has been established to govern photography and the use of recording devices by Library staff and the public in order to ensure that this activity does not interfere with the delivery of Library services and that personal privacy is maintained.

#### **POLICY**

Casual amateur photography is permitted in Library facilities for library users and visitors wanting a remembrance of their visit. Photography is allowed to the extent that it does not interfere with the provision of library services, and does not violate the Library District's Behavior Policy. Commercial photography requires prior permission and is subject to restrictions.

Persons photographing, videotaping, or recording on library premises have the responsibility for obtaining the necessary releases and permissions from persons who are to be photographed, videotaped, or recorded. Taking photographs or videotaping of a minor, an individual under the age of 18, requires the permission of the minor's parent or guardian. The library undertakes no responsibility for obtaining these releases.

Photography and/or recording during a program presented by a hired specialist, or author is subject to the contractual agreement between the presenter and the Library District.

#### **DEFINITIONS**

*Photograph or photography* – for purposes of this policy, photograph or photography means any method of media capture including image, video and audio recordings of any kind or process, including any method of still image or audiovisual capture now or in the future.

*Commercial photography* – photography, audio or video that will be used on a commercial website, blog, social media channel, in print or will be used for monetary purposes.

*Library* – for purposes of this policy, Library refers to buildings, property, and vehicles owned, leased, or managed by the Poudre River Public Library District.

#### **REGULATIONS**

1. The Poudre River Public Library District facilities are considered a limited public forum – recognizing that libraries have the ability to “regulate” speech and speech-related activities occurring on their property as long as the restrictions are both reasonable in nature and viewpoint neutral.
2. Public areas do not include areas where personal privacy would be expected (i.e., restrooms) or areas and/or events where photographing is prohibited by signage.
3. Library staff may terminate any photo, filming, or recording session that appears to compromise public safety or security, or violates a Poudre River Public Library District policy

4. Individuals recording or photographing on Library premises have sole responsibility for gaining all necessary releases and permissions from persons who can be identified in any photograph. The Library undertakes no responsibility for obtaining these releases.
5. Library sponsored programs, events and classes may be photographed or videotaped for Library promotional or historical purposes. Library staff will make every effort to notify members of the public when photography, recording, or recording takes place. Members of the public must immediately notify a library staff member if they do not want to be photographed, recorded, and/or recorded.
6. Researchers and journalists are responsible for obtaining permissions from material owners when photographing copyrighted material in the Library.
7. 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 with advanced authorization, which is preferred and can be obtained from the Communications Office. For non-library events and meetings, the news media must receive authorization from the presenting organization, and must notify the Communications Office they have received such authorization. The Library does not allow the news media to use its facilities as a backdrop for stories or projects that do not relate to the Library itself.
8. The Library may grant the use of its facilities to be used for non-library functions such as a backdrop for a movie or commercial with prior written permission from the Communications Office.