

Whitehall Public Library Policies

Title	Film and Photography Policy
Date Approved	12/8/2021
Amended	
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Purpose:

Although WPL is a community gathering space which is welcoming and open to all, it is within WPL's rights to limit filming and photography in the library when such restrictions serve to ensure the right of WPL users to acquire knowledge and information freely and confidentially without scrutiny, intimidation, or distraction by others.

Statement of Policy:

WPL establishes the following terms and conditions under which Library space may be used for still photography, filming and/or video production. WPL's express permission is required for any filming or photography in the Library building, on the Library grounds or at Library sponsored events by professional, commercial, student or news photographers or filmmakers or by other Library visitors/users wishing to take pictures or film for commercial and/or personal purposes.

All photography/filming requests are coordinated the Library Director. In addition, all Library rules and regulations must be followed and there shall be no interference with the ongoing operations of the Library and the work of its staff. Library users should expect to use Library services without fear that their identity, location, or reading choices will be published, and the Library reserves the right to prohibit any filming or photography for any reason.

- Non-commercial (private use) Photography

Non-commercial photography is generally allowed without prior written permission provided that such activity does not capture identifiable likenesses of individuals without their permission. Individuals who take pictures must honor requests from Library users who do not want to be included in photos. Equipment, such as tripods, may not obstruct passageways or cause disturbances to Library users. The Library reserves the right to terminate any photography if it results in disruption of the ordinary Library environment or operations.

- Non-Commercial Filming, Commercial Filming or Commercial Photography

Filmmaking (commercial and non-commercial) or commercial photography is coordinated by the Library Director.

- News-related Filming & Photography

The Library will consider reasonable requests for journalistic, non-commercial filming and photography. Notification is not required but is appreciated for news-related photography.

- Library Photography or Filming

Occasionally, WPL staff may elect to photograph or film Library programs and/or events. The Library reserves the right to include these images in brochures, flyers, web pages, news releases or other promotional materials, as well as make them available to media outlets and event participants. When names or images are used by the Library for publicity or other Library-related uses, the Library obtains patrons' permission.

- Additional Guidelines

Use of WPL's name, logos, trademarks or images in connection with any photograph or film is prohibited without written permission by the Library.

Photos of minors are prohibited without permission of the minor's parent or guardian.