



## **Photography Policy**

**Adopted by the Calloway County Public Library Board of Trustees this 27 day of March 2023.**

### **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 Patron Code of Conduct.

Persons filming or photographing on library premises are responsible for gaining all necessary releases and permissions from persons filmed or photographed. The Library undertakes no responsibility for obtaining these releases.

Failure to obtain releases and permissions from persons being filmed or photographed will be deemed unacceptable behavior for purposes of enforcing the Patron Code of Conduct.

Library staff may terminate any photo session that violates Library policies or appears to compromise public safety or security.

The Library is a limited or designated public forum, and reasonable time, place, and manner regulations are permissible.

### **News Media Photography and Videography**

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 Library Director.

The Library may grant permission for news media to use its facilities for stories or projects that do not relate to the Library itself with prior approval from the Library Director.

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

The Library permits photography of its premises and activities when the use of the photographs involves the Library directly, i.e., books, articles, or videos about the Library itself. The Library's position in the City of Murray and/or Calloway County, KY, as a tourist or learning destination or as part of a piece used to describe Murray and/or Calloway County, KY. Authorization must be obtained in advance from the Library Director.



### **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. In addition, because of complex copyright issues, permission to reproduce some materials from the Genealogy and Local History Section may be denied.

### **Amateur Photography and Videography**

Casual amateur photography and videotaping are permitted in the lobby, study, and program areas of library facilities for customers and visitors wanting a remembrance of their visit. However, 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.

### **Commercial Photography and Videography or Major Projects**

The Library will permit the use of its facilities for commercial photography or filming entertainment and educational projects where a library setting is called for if the project does not interfere with the mission of the Calloway County Public Library and is in accordance with the rest of this Policy. Projects must be approved in advance. In order to avoid disruption of service to library customers, such use may take place only when the Library is closed. Fees will be charged to offset costs incurred by the Library to provide access to the facility.

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

Groups renting Library facilities may arrange for photographers and news media during their event. However, 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.

The privacy of users must not be violated. Please ask before you take a picture of a person who could be easily identified. Pictures of the backs of patrons are permissible.

Library staff may terminate any photos being taken that appear to interfere with library business or that compromise safety and security.



The Library reserves the right to photograph and videotape program participants. These photos and videos may be used in library publications, including local public cable, the library website, social media platforms, and other marketing materials. Notify library staff if you do not wish to be photographed.