

PHOTOGRAPHY AND FILMING

Statement of Policy

The library, as part of the public environment, shall permit the use of photographic, digital imaging and film equipment so long as such use does not interfere with the public's right to enjoyment of the library for its intended purpose or violate the privacy rights of any consumer of the Brown County Library System.

Photography or filming designed to record a visit, activity or otherwise implement the library setting as a background is permissible, provided that such activity avoids capturing identifiable likenesses of individuals without permission. All individuals photographing or filming on library premises are asked to honor requests of individuals not to be included in photos or film. Photos of minors are prohibited without the explicit permission of the parent or legal guardian of the child.

Commercial Photography

The library does not permit commercial photography on or within its facilities without prior written permission of the Library Director or in his/her absence, the Operations Manager, or Accountant or Office Manager. Such photography includes, but is not limited to, using library buildings, grounds or interiors as stage sets for portraiture, model photography or product photography. Such request shall be made in writing not less than 10 business days prior to the requested use of library.

Research Photography

The library permits research photography of its materials and resources within certain limitations. Researchers and journalists are responsible for obtaining necessary permission when photographing or filming any copyrighted or otherwise protected materials. Such documentation shall be provided to the Library Director or in his/her absence, the Operations Manager, or Accountant or Office Manager prior to the commencing of any imaging of such copyrighted materials.

News and Media Photography

The library shall grant access and permission to any media photographer who is recording a news story that directly involves the library and its programs. Advance authorization for such photography must be obtained from the Library Director or in his/her absence, the Operations Manager, or Accountant or Office Manager.

Non-Commercial Photography

Individuals wishing to take photos or film of any of the library property, inanimate objects or similar items for personal use may do so without special permission so long as such imaging does not disrupt others enjoyment of the library. Special or unique photography equipment, including but not limited to additional lighting, large tripods or large microphones shall not be permitted.

PHOTOGRAPHY AND FILMING – page 2

Individuals wishing to take photos or film that may include persons other than those from whom they have obtained explicitly or implied permission to photograph are asked to contact the Library Director or in his/her absence, the Operations Manager, or Accountant or Office Manager.

Under no circumstances shall anyone be granted permission to take photographs of minor children without first obtaining explicit permission from that child's parent or guardian.

Under no circumstances will a person be able to modify or arrange the property of the library for photographic purposes without first obtaining specific permission from the Library Director or in his/her absence, the Operations Manager, or Accountant or Office Manager.

Liability

The library accepts no liability for the use of photos or film resulting from the activity of any other person not under the direct supervision of the Brown County Library System.

Note that any persons filming or photographing on library premises have the sole responsibility for gaining all necessary releases and permission from persons who are filmed, photographed or imaged. Further, the photographer is solely responsible for ensuring that no copyright infringement occurs while conducting his or her activity. The library undertakes no responsibility for obtaining such releases.

Rights of the Library

The library reserves the right to enforce all above provisions at its sole discretion. The library's first priority is fulfilling the mission of the Brown County Library System, and as such has the right to terminate the activities of any person whom it feels in its sole discretion are inconsistent with such mission. All staff of the Brown County Library System is authorized to terminate any photography, filming or imaging which appears to compromise the safety, security and enjoyment of its patrons.