

**Code:** NH

**Date:** Approved 3/20/06

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## Policy: Photography & Filming

As a public facility and community destination spot, Fayetteville Public Library welcomes and encourages visitors to photograph and film on the premises. This policy is intended to help maintain an appropriate environment for study, research and use of the library.

Professional photography (portraits, engagement, wedding, etc.) and filming sessions are permitted. Appointments must be scheduled with library administration. Credentialed media are encouraged to photograph and film in the library for press purposes.

All photography and filming must adhere to the following guidelines:

1. Impact on library service, operations and customers should be minimal.
  - a. Activities must not disturb library users or staff members.
  - b. Activities must not block access to library collections and areas.
  - c. Activities should take the safety of customers and staff into account.
2. Artificial lighting and additional photographic equipment such as reflectors are not allowed without the executive director's approval.
3. The privacy of patrons must be respected at all times. Camera operators must obtain the consent of anyone whose image is captured.
4. It is the responsibility of the camera operator to gain permission from the parent or guardian of any minor child photographed or filmed within the library. Minor children must not be photographed or filmed without permission.
5. It is requested that the library be credited properly in all photographs and films used for commercial purposes and as appropriate in non-commercial uses.

Library administration and/or the Board of Trustees reserve the right to prohibit photography or filming within the library if it is believed such activity would be disruptive to patrons and/or staff.

Library staff may photograph and/or film events and customers using the library or attending library events for public relations and archival purposes.

