**7.6 Filming and photography**

Filming and photography are allowed as described below only to the extent that they do not interfere with the mission of CRCPL or delivery of library services.

Public library facilities and grounds are defined as limited public forums subject to reasonable time, place, and manner restrictions. Sidewalks around our libraries are traditional public forums, defined as places held in trust of the public to use for free speech and other activities protected by the First Amendment.

CRCPL is within its rights to limit filming and photography on library properties or inside facilities when such restrictions serve library purposes. Foremost of these is ensuring the right of CRCPL patrons to acquire knowledge and information freely and confidentially without scrutiny, intimidation, or distraction by others.

CRCPL may film, photograph, or record library-sponsored programs or events at its discretion.

**7.6.1 Permissions**

Any persons filming, photographing, and/or recording on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed, photographed, or recorded, if applicable. CRCPL undertakes no responsibility for obtaining these releases.

Authorizations may be required to video, photograph, and record at CRCPL facilities as described below. Failure to obtain permission is a violation of the Patron Code of Conduct.

**7.6.2 Amateur Photography**

Casual amateur photography, filming, or recording is permitted in library facilities for patrons and visitors wanting a remembrance of their visit, provided that other library users are not captured in any such photographs, films, or recordings without their permission, in accordance with the Supreme Court decision Katz v. United States, 389 U.S. 347. This held that the Fourth Amendment “protects people, not places” and what a person “seeks to preserve as private, even in an area accessible to the public,” may be constitutionally protected.

The use of additional equipment such as lighting is not permitted. Photography and recording of private and “reservation only” events may only be done with the permission of the organization or individual holding the event. It is the sole responsibility of the photographer to obtain that permission.

**7.6.3 News Media Photography**

CRCPL 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, but prefers advanced notice.

For non-Library events and meetings, news media photographers and reporters must receive authorization from the presenting group, organization, or individual and must notify the library that they have received such authorization.

**7.6.4 Documentary-type Filming for Publication or Broadcast**

CRCPL permits filming of its premises and activities when the use of the footage involves the Library directly, such as books, articles, library-sponsored meetings and events, videos about CRCPL or one of its facilities or services, the library’s position in the region as a tourist or learning destination, or as part of a piece used to describe our community.

Individuals or organizations with a documentary requirement must obtain authorization in advance from the Executive Director prior to commencing any documentary-related activities.

**7.6.5 Commercial Photography**

CRCPL does not permit commercial photography on its properties or inside of its facilities without the written permission of the Executive Director. This includes but is not limited to using library buildings, grounds, or interiors as a stage set for portraiture, model photography, or product photography, or

filming used to advertise goods or services unrelated to the library for commercial sale or promotion.

**7.6.6 Film Industry**

CRCPL will permit the use of its facilities for filming-related projects where a library setting is applicable if the project does not interfere with the mission of the library and is in accordance with the rest of this policy, and avoids any relation to political campaigns or to partisan issues.

Such projects require the approval and coordination of the Executive Director. Filming may take place only during hours when the library is closed, and all equipment must be removed during the library’s operating hours, unless otherwise approved.

**7.6.7 Photography for Groups and Non-Library Events in Meeting and Study Rooms**

Groups, organizations, or individuals holding meetings or events in PPLD’s meeting and/or study rooms may arrange for news media or photography, filming, or recording during their event. Photographing, filming, or recording at meetings or events requires the permission of the group, organization, or individual hosting the meeting or event and is restricted to the space reserved by the organization, group, or individual and may not take place in other areas.

The event organizer must make an announcement at the beginning of the meeting or event that they have allowed photography, filming, and/or audio recording. Any event attendee not wanting to be photographed, filmed, and/or recorded will need to speak with the event organizer.

**7.6.8 Staff Responsibility**

Library staff may terminate any photo, filming, or recording session that appears to compromise public privacy, safety, or security, or violates a CRCPL policy.

CRCPL frequently engages in photographing, filming, or recording library programs and events, on- and off-site, for its own publicity and promotional purposes. Staff may document any activity on behalf of the library in such a way. When doing so, they will wear a badge identifying their employment with the library and make an announcement at the beginning of the meeting or event that they may be taking photos, filming, and/or audio recording. Members of the public must immediately notify staff member if they do not want to be photographed, filmed, and/or recorded.

CRCPL will ensure signage is posted somewhere outside or within each library facility about such possible filming, recording, or photography.