

## Photography and Video Recording

### **PHOTOGRAPHY OR FILMING BY LIBRARY STAFF OF LIBRARY EVENTS**

All visitors to the Library are deemed to be on public property. Sayville Library may “incidentally” or on the basis of “newsworthiness” utilize one’s photograph while on Library premises in conjunction with the publication of Library activities and events. If you wish to disallow such publication of yourself and/or your child(ren), please notify Library personnel of such preference.

### **PHOTOGRAPHY OR FILMING BY OTHERS**

The Library may permit commercial photography or filming on or in its premises with prior Board approval. This includes, but is not limited to, using the Library building, grounds or interiors as a stage set for portraiture, model photography and product photography.

News media photographers and reporters who are doing stories or projects that directly involved the Library and its programs must obtain advance authorization for such photography from Library Administration. The Library may grant permission for news media to use its facilities for stories or projects that do not relate to the Library itself upon written request and after review by Library Administration.

Any persons photographing or filming on library premises have sole responsibility for gaining all necessary consents and releases from persons who are filmed or photographed. The Library undertakes no responsibility for obtaining these releases. No person shall be photographed or filmed without consent.

Library staff may terminate any photo session that appears to compromise public safety, patron privacy, security, and/or is inconsistent with the Library’s Mission Statement and/or Conduct on Library Property Policy, or impedes library operations.

Casual amateur photography or filming may be permitted in library facilities for patrons and visitors wanting a remembrance of their visit. This activity must not interfere or disturb other visitors’ use of the Library.

Groups arranging meetings in the meeting rooms may arrange for photographers and news media during their event. Photography and filming for such events is restricted to the space reserved by the group and may not take place in other areas of the Library.

The Library may grant permission for school-age students to use its facilities for stories or projects that do not relate to the Library itself upon written request and after review by Library Administration. This activity must not interfere or disturb other visitors’ use of the Library.

Forms attached to this Policy include:

Authorization for use of Library Facility for Photography/Filming  
Use of Photograph/Film Consent Form

Adopted: 9/10/12  
Amended: 10/11/16