



**Town of Granby
Department of Library Services**

Photography and Filming Policy

Policy Background:

The purpose of this policy is to ensure that those engaging in photography and filming within the Granby Public Library understand that priority will be given to upholding the Library's mission.

General Information:

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 Library Code of Conduct.

Any persons filming or photographing on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are 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 Library's Code of Conduct.

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

Please note that the Granby Public Library frequently engages in photographing and recording programs and events for its own publicity and promotional purposes. Library staff will make every effort to notify members of the public when filming and photography is taking place, whether in-person or online (virtual) programs. Please notify a Library staff member if you do not want to be photographed or recorded.

Amateur Photography

Casual amateur photography and videotaping is permitted in library facilities for patrons and visitors. To avoid disturbing other patrons, please refrain from using flash equipment, tripods, selfie sticks, and other equipment.

Photographing, filming or audio recording of minors is prohibited without prior parental consent. Photographing and/or filming and/or audio recording of members of the public and/or members of the Library staff on duty (unless permission has been granted in advance) is prohibited.

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.

News Media Photography

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. Advance authorization for such photography should be obtained from the Director of Library Services or the Staff-Member-in-charge.

The Library does not grant permission for news media to use its facilities for stories or projects that do not relate to the library itself; however, research photography of the library's materials and resources are permitted within certain limitations (see "Research Photography" section). It disallows using Library facilities as interview venues for unrelated stories, and disallows access to library patrons for opinion polls or "man on the street" interviews within its facilities.

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, ie. books, articles, or videos about the library itself, the library's position in the Town of Granby as a learning destination, or as part of a piece used to describe our city's environs. Advance authorization must be obtained from the Director of Library Services.

Commercial Photography and Filming

The Library will permit use of its facilities by commercial photographers, and the movie or music industry for filming major entertainment projects where a library setting is called for, if: the project does not interfere with the mission of the Granby Public Library, is in accordance with the rest of this policy, and does not advertise or promote commercial products. Photography and filming may not be related to political campaigns or to partisan issues. All commercial photography and filming must be arranged, in advance, with the Director of Library Services, may take place only during hours when the library is closed, and all equipment must be removed during the Library's operating hours. Library personnel such as are necessary to open, secure, and remain on the premises during a shoot must be paid at overtime rates by the production company.

Photography for Groups and Non-Library Events in the Conference Center or meeting facilities

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