



ASHBURNHAM STEVENS MEMORIAL LIBRARY

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Photography & Videography Policy

Policy Statement

This policy covers the building and grounds of the Stevens Memorial Library.

The Library recognizes its role as a limited public forum related to the mission of the Library. Activities that interfere with Library services and programs will not be permitted. Photography and videography (filming), as defined below, is allowed if it meets the guidelines of this policy, does not interfere with Library services, and it is consistent with the Library's mission statement and code of conduct.

Definition

Photography and videography is defined as producing an image using equipment capable of recording an image. This includes but is not limited to cell phone cameras, still cameras, video cameras, and movie cameras.

Documenting Library Programming and Services

Stevens Memorial Library reserves the right to document its programs, services, and patrons' use of the Library. Photographs or video taken by official representatives or designees of the Library may be used for publicity purposes in online and printed materials. Attendees and/or Library patrons consent to having their photograph taken and used for such purposes. If a Library patron does not wish themselves or their child to be photographed or videographed, the patron must notify Library staff. No names will be used in conjunction with photos or videos without express written consent. All such photography or videography will be in accordance with Library policy.

The Library will make every attempt to provide seating for audience members who prefer not to be photographed or videographed at a program event. Performer needs and space limitations may impact this, so these accommodations may be limited and cannot be guaranteed.

Approvals of Requests

The Library Director or their designee is authorized to grant permission to photograph or film the interior of Library buildings or Library grounds, setting the conditions under which the photograph or filming may take place. Requests for permission to film or photograph must be made at least 24 hours prior to filming or photography and must occur during the Library's operational hours.

Guidelines

Photography and videography is permitted when the following conditions are met:

- The Library Director or designee is notified 24 hours in advance and has given permission.
- It is for personal, noncommercial use, educational projects, or Library promotion.
- It is done during a posted Open Meeting per MGL c30A (18-25).
- It does not interfere with Library services.
- It occurs during Library operational hours.
- It does not reveal the nature of an individual's intellectual pursuits or items borrowed.
- The photographer has secured any and all necessary permissions to make images of patrons and of the creative or intellectual property of a patron or presenter. The Library assumes no responsibility for securing such permissions.
- It does not require moving or changing Library furnishings including lights and light fixtures for the purpose of making an image.

Photographic Releases

Photographers and videographers photographing or filming on Library premises and grounds have sole responsibility for gaining all necessary releases and permissions from persons who can be identified in any photography or video. If any person to be photographed or filmed is under 18 years of age, permission must be obtained by the photographer or videographer from a parent or adult guardian on behalf of the minor. The Library undertakes no responsibility for obtaining these releases..

Other Conditions

Photography or videography of public areas for patrons and visitors wanting a remembrance of their visit is permitted as long as:

- additional equipment such as tripods and/or lighting is not used
- the photography or videography only captures the image of the person photographing or filming
- anyone being photographed or filmed has granted express permission to be photographed or filmed
- the photography or videography does not interfere with Library operations, staff or patrons.

There may be designated areas in Library locations and/or exhibition areas or other areas or events where photographing or filming is prohibited.

Permission to photograph or film does not release the persons or groups involved from liability for injuries to persons or property that result from their activities on Library property.

Right to Terminate

The Library reserves the right to terminate or restrict any photography or videography that causes an undue disturbance, violates Library policy, or endangers patrons or staff or violates any local ordinance, or state or federal law. The Library Director or designee may terminate any session that compromises patron safety, or the integrity of its buildings, grounds, or collections.