

Policy Filming and Photography	<u>Date Approved by WGRLS Board</u> July 24, 2024
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Purpose:

The West Georgia Regional Library System values the rights of individuals to engage in filming and photography within library premises while ensuring the smooth delivery of library services and adherence to our mission. This policy outlines guidelines and procedures for various types of photography and filming activities. This policy is subject to periodic review and updates to ensure alignment with evolving needs and best practices.

Policy:

General Guidelines

1. **Library Code of Conduct:** All parties involved in filming and photography must adhere to the [Code of Conduct](#) of the West Georgia Regional Library System.
2. **Responsibility for Releases:** Those filming or taking photos inside the library are solely responsible for obtaining all necessary releases and permissions from individuals who are filmed or photographed. WGRLS assumes no responsibility for acquiring these releases.
3. **Dismissal of Photo Sessions:** Library staff reserve the right to temporarily or permanently dismiss any photo session that violates the [Code of Conduct](#), library policies, and/or compromises public safety or security.
4. **Filming and Photography in Public Areas:** Filming or photography is only permitted in the public areas of the library. This does not include staff work rooms, offices, study rooms, restrooms, and other areas where filming and photography is prohibited by signage.
5. **Patron Privacy:** Filming and photography may not capture any private information relating to patrons.

Types of Photography and Filming

1. News Media Photography and Videography:

- News media photographers and reporters are welcome to cover stories directly related to library programs, resources, and services with prior authorization from designated library personnel.
- Permission may be granted for news media to use library facilities for stories unrelated to the library itself, subject to approval from designated library personnel.

2. Documentary-Type Photography for Publication or Broadcast:

- Photography of library premises and activities is permitted for publications, broadcasts, or projects directly involving the library or its role in the community.
- Advance authorization from designated library personnel is required for such photography.

3. Research Photography:

- Research photography of library materials and resources is permitted within certain limitations.
- Researchers and journalists are responsible for obtaining permissions for photographing copyrighted material and may require advance authorization for certain materials.

4. Amateur Photography and Videography:

- Casual amateur photography and videotaping, including for school projects, are allowed in designated areas of the library for personal use, with the responsibility of obtaining necessary releases resting on the individual photographer.
- Additional equipment such as lighting, tripods, and other accessories is not permitted, except for school-based projects.

5. Commercial Photography and Videography or Major Projects:

- Commercial photography or filming for entertainment or educational projects may be permitted with prior approval from designated library personnel in coordination with the local governing body. Fees may apply.
- Such activities must not disrupt library services and may only occur at a time previously agreed upon with designated library personnel in coordination with the local governing body.

6. Photography and Videography for Groups and Non-Library Events in Meeting Rooms:

- Groups reserving library meeting rooms may arrange for photographers and news media during their events, restricted to the reserved space and subject to the group's compliance with library policies.

Filming by West Georgia Regional Library System

West Georgia Regional Library System may film, photograph, or record activities, programs and events for promotional purposes. Patrons entering a WGRLS location for an event or program consent to photography, video recording, or recording and release of those images or recordings for publication, exhibition, or reproduction for news, promotional purposes, advertising, inclusion on websites, social media, or any other purpose that fulfills the mission of WGRLS. If a patron prefers to not be the subject of a photo, video, or audio recording, the patron should alert the event or program coordinator.