

# Photography and Videography Policy

Photographing and video recording in the **Pennsauken Free Public Library** (hereafter, “Library” or “the Library”) is allowed with the understanding that it must not interfere with library services, is consistent with the [Rules of Conduct Policy](#), and does not infringe on the privacy rights of the Library’s patrons.

The Pennsauken Free Public Library will allow photographs to be taken and videos to be recorded inside the library provided the following guidelines are observed:

## Rules and Responsibilities for All Library Visitors

1. Photographing, video and/or audio recording of members of the public, the Library staff, and public programs is prohibited without advance permission by the Library Director or library staff member in charge and the individuals photographed or recorded. In the event the photos or recordings are to be used for commercial or public display or use, written permission should be obtained from any such individuals.
2. Because of safety and liability concerns, equipment such as mono/tripods, cables, cords, reflectors, or lights/flash equipment may not obstruct passageways or cause disturbances to library patrons or the work environment of Library staff.
3. Photography or videography of artwork on display in the Library in violation of copyright is prohibited. Written permission must be secured and presented to the Library Director or staff member in charge of the Library at the time the photographs or videos are to be taken.
4. Minors may not be photographed or recorded without the consent of a parent or guardian, except by library staff during library-sponsored programs.
5. The photographer/videographer will honor requests by anyone in the Library who does not wish to be photographed or recorded.
6. Any person recording video or taking photographs on Library premises has the sole responsibility for gaining all necessary releases and permissions from persons who are recorded or photographed. The Library undertakes nor responsibility for obtaining these releases.

## Additional Clarification for Casual and Professional News Media

Because the library is public space, library visitors can have no legal expectation of privacy while in the public spaces of the building or on its grounds. As a result, the Library allows visitors and patrons, subject to limited rules (as above), to engage in casual filming and photography while present in the library and visiting its outdoor spaces. Library facilities and grounds are public spaces and the library is not responsible for incidental filming or photography of visitors and patrons of the library.

In the event that any session involving photography or videography requires the use of extensive equipment of any kind, permission for the Library Director should be obtained prior to the event.

Library staff may terminate any photo session that appears to impede Library operations, compromise public safety, building security, patron privacy, or is inconsistent with the [Rules of Conduct Policy](#).

In general, the library does not permit commercial photography and video recording in the building. The Director may grant exceptions to Pennsauken-based businesses and library cardholders who submit specifics of the proposed photo or video shoot to the Program and Outreach Coordinator.

*Approved by the Board of Trustees: February 22, 2021*