

Cranbury Public Library

Photography, Filming, and Video Policy

GUIDING PRINCIPLES

The filming, taking of photographs or videos must not interfere with anyone's safety, or enjoyable or productive use of the library and its facilities.

Reference to "photograph" in this policy shall include filming or video.

The photographer or person taking video or filming will honor the requests of anyone in the library who does not wish to be photographed or filmed or videotaped.

Minors (under age 18) may not be photographed, videotaped, or filmed without the consent of a parent or guardian, except by library staff during library-sponsored programs and except incidentally in group or crowd photos.

Photographing, filming, or videotaping is prohibited in the nonpublic areas of the library including but not limited to administrative and staff areas, and restrooms.

The use of tripods, stand-alone lighting equipment and microphones or other accessories is not permitted without the permission of the Library Director.

Anyone filming or taking photographs or videos shall not, harass, intimidate, or threaten a patron or staff member, interfere with library operations, or obstruct library aisles, walkways, stairwells, doors, exits, or service desks.

Any persons filming or photographing or taking videos on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed or the subject of videos. The library undertakes no responsibility for obtaining these releases or permissions.

Any consent to photograph, videotape, or to film granted by the library pursuant to this policy may be revoked at any time.

PHOTOGRAPHY BY THE LIBRARY

The Cranbury Public Library frequently engages in filming and photography in the library and at library sponsored programs and events for purposes of documenting its activities, security and safety, and publicity and promotional purposes, including on its website and social media. Library premises are under video camera surveillance for safety and security purposes. Surveillance footage may be used or shared at the discretion of the Library Board of Trustees and Library Director for reasonable purposes, such as, but not limited to, investigations or prosecutions relating to incidents that may relate to security, safety, or actions otherwise prohibited by Library policies. Cameras are not continuously monitored and therefore individuals should continue to take appropriate precautions for their safety and for the security of their personal property. Library staff will make every effort to notify members of the public when filming is taking place. A notice is posted at the Library entrance informing the public and staff that cameras are in use.

NEWS MEDIA PHOTOGRAPHY AND RECORDING

The library allows news media photographers and reporters who are doing stories or projects that directly involve the library and its programs to photograph, videotape, or film in the library. The

library requires that news media contact the Library Director prior to any planned filming or photography or videotaping. The news media must adhere to library policy.

COMMERCIAL PHOTOGRAPHY AND RECORDING

In general, the library does not permit commercial photography on library property. This includes, but is not limited to, using the library as a stage set for model photography, engagement or wedding photography, product photography, or as a recording for tv or online advertising regardless of whether goods or services relate to the library. The Director may grant exceptions to this policy upon written request of the commercial photographer, provided at least one week in advance, which request must include specifics of the proposed filming project and provide insurance coverage acceptable to the library naming the library as an insured.

PHOTOGRAPHY AND RECORDING BY PROGRAM PARTNERS

Local area organizations that regularly partner with the library, on library events, may film or take photographs during these events. If one of the library's partner organizations desires to film an event that is scheduled to take place within the library, that partner must request permission to film or photograph, at least one week in advance, to the Director and adhere to the policy that applies to all filming in the library.

PHOTOGRAPHY AND RECORDINGS BY GROUPS RESERVING LIBRARY MEETING ROOM SPACE FOR NON-LIBRARY EVENTS

Groups meeting in the library's facilities may arrange for photography or filming or videos during their event. Photography, filming, and videos for such events is restricted to the space reserved by the group, may not take place in other areas of the library and must comply with library policy.

USE OF LIBRARY'S MARK

No photographs, filming, or video that includes the library's mark or name will be used for any commercial purpose, or made publicly available without the Director's written consent.

PHOTOGRAPHY AND RECORDINGS AT MEETINGS SUBJECT TO OPMA

Meetings subject to New Jersey's Open Public Meetings Act (OPMA) which take place in the library may be filmed, photographed, or videotaped without library permission, provided that filming does not disrupt the business of the meeting nor physically interfere with the conduct of the meeting or the public's access to the meeting and shall comply with OPRAs.