

Photos, Video or Sound Recordings

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General Purpose

This policy outlines how the Cumberland County Library System headquarters and each separately incorporated member library [hereafter known as the Organization] handles the making of photos, video, or sound recordings on library grounds or off-premises at library events by authorized library staff and volunteers, and by community and site sponsors. Additionally this policy addresses non-commercial photography, filmmaking, commercial photography, and news media photos.

This policy shall not apply to security cameras or equipment that record images or sounds for security and liability purposes. These shall be permitted pursuant to the laws and regulations applicable thereto.

All photographers will protect the safety and/or privacy of those using library facilities and resources, ensure library business is conducted without disruption, and ensure that the library's users are not disturbed.

Photos by Staff, Volunteers, and Sponsors

Photos, video or sound recordings made by library staff or volunteers who are working on behalf of the Organization are the property of the Organization. The Organization uses photos, video and sound recordings to promote the organization. This may include publicizing and promoting collections, programs, and services as well as fundraising and advocacy through library publications and communications both digital and in print. Photos, videos or sound recordings made by those working on behalf of the Organization may be used without permission from the creator.

The subject's written permission may be required depending upon where the recording is made, what is being recorded, and the age of the individual(s). See Guidelines for more information. When written permission is required, a *Photo, Video or Sound Recording Subject Release* form shall be used.

Community and site sponsors wishing to take and/or use photos, video or sound recordings of library programs on the Organization's site or the sponsor's site may be required to obtain the subject's written permission depending upon where the recording is being made, what is being recorded, and the age of the individual(s). See Guidelines for more information. When written permission is required, a *Photo, Video or Sound Recording Subject Release* form shall be used.

Photos for Non-Commercial Use

Non-commercial photography (such as a visiting library professional, casual tourist, or library user who wants to record a visit or capture the building's architecture or landscape) is generally allowed without prior written permission, provided that such

activity does not capture identifiable likenesses of individuals without their permission. Individuals who take pictures must honor requests from library users who do not want to be included in photos.

Equipment, such as tripods, may not obstruct passageways or cause disturbances to library users. The library reserves the right to terminate any photography session if it results in disruption of the ordinary library environment or operations.

Filmmaking and Commercial Photography

Filmmaking (commercial and non-commercial) or commercial photography is coordinated and approved at the discretion of the Library Director or their designee. Should such permission be given, all library rules, regulations and policies must be followed and there shall be no interference with the privacy rights of library patrons, the ongoing operations of the library, and the work of its staff.

News Media Photography and Filming

News media photographers and reporters doing stories or projects that directly involve the library and its programs should check in with either the Library Director or designee prior to any planned photo shoot and respect the guidelines that apply to all photographers.

News media are not permitted to use the library for stories or projects that do not relate to the library, including conducting opinion polls and interviews on non-library issues unless approved by the Library Director or designee in advance.

Library Use of Photos, Video or Sound Recordings Made by Others

If the Organization wishes to use photos, video or sound recordings made by people who are not authorized library staff or volunteers, written permission for the Organization to use these materials in library publication, library websites or for other applications must be given by the creator. A *Photo, Video or Sound Recording Release* form shall be used to grant such permission.

Guidelines for Required Permissions

Adults - Age 18 and Above

- **In a program:** Written permission is not required if the adult is at library sponsored programs or events, public meetings^(*), or Library Board or Committee Meetings^(*) located on library grounds or elsewhere. Public notice should be made as a courtesy.
- **Outside of a program:** Written permission is required if the adult is visiting or using the library, but not as part of a library sponsored event or public meeting.

Youth - Age 17 and Below

- **In a program:** Guardian's written permission is not required if the youth is at library sponsored programs or events, public meetings^(*), or Library Board or Committee Meetings^(*) located on library grounds or elsewhere unless the youth is identified by name. Public notice should be made as a courtesy.
- **Outside of a program:** Guardian's written permission is required if the youth is visiting or using the library, but not as part of a library sponsored event or public meeting.

Staff and Volunteers

Staff and volunteers should be informed during orientation that they may be photographed or recorded within the course of their normal duties.

^(*) As defined and limited by the Pennsylvania Open Meeting Act.