



PHOTOGRAPHING AND FILMING POLICY		
Policy # 8001		Effective Date 11/1/23
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		<i>Adopted 1/7/19</i>

**I. POLICY STATEMENT**

This Policy addresses the conditions under which photographing and filming may occur in Sonoma County Library facilities and at its events and is intended to allow for such actions while preserving the privacy rights of individuals as well as the operations of the Library. This policy also addresses the conditions under which the Library may publish or distribute photographs and film containing images of its employees or patrons for the Library’s educational or promotional purposes.

**II. DEFINITIONS**

- A. Film or filming:** Any method of recording an individual’s image and/or voice, including audio recording and video recording, as well as the product of such actions.
- B. Library-sponsored events:** All activities sponsored by the Library, including classes, programs, exhibits, contests, oral readings, social events, arts/crafts activities, children’s activities and similar gatherings.

**III. POLICY**

**A. General Policy Mandates**

The Library permits photographing and filming, both inside and outside Library facilities, only to the extent that such actions do not violate individual rights to privacy, interfere with the operations of the Library, or fail to comply with the Library’s mission and Standards of Behavior.

Library staff has the authority to immediately terminate any photographing or filming session which appears to interfere with Library operations, compromises public safety or security, has the potential of damaging Library facilities or property, jeopardizes the mission of the Library, or otherwise fails to comply with the requirements of this policy.

**B. Photographing and Filming by Library**

Library staff, or other representatives of the Library, may photograph or film Library employees or members of the public attending Library-sponsored events under the following conditions.

1. Generally, patrons' consent to be photographed or filmed at Library-sponsored events shall be implied by virtue of their attendance at the event. However, if any adult, child, or adult on behalf of a child requests not to be photographed or filmed, that request shall be honored. Library staff must utilize a reasonable method to ensure such individuals are not photographed or filmed, and that no images of them are retained. This policy does not apply to exterior security camera footage detailed in section D.
2. The Library will post a written notice of its intent to photograph or record a Library-sponsored event in a prominent location prior to the event which will include a written statement that any person who does not want to be photographed or filmed must notify Library staff. When practical, Library staff will also provide oral notices to the public attending the event which contains the same information as the written notice.
3. All photographing and filming shall be conducted in an open manner which provides notice to the subjects of such conduct.
4. Photographs and film taken by Library representatives in Library facilities or at Library-sponsored events are to be used solely for Library educational, promotional, and publicity purposes.

### **C. Publication of Images and Identifying Information by Library**

The Library may publish photographs and films it has taken of its employees and patrons on the Library's social media platforms and public website, as well as in printed publications. In addition, the Library may publish for promotional purposes any photos, images, or film submitted by its patrons in connection with the Library's online galleries, contests, classes or events.

If any of the images the Library wishes to publish contain the image of a child, Library staff shall obtain written consent from a parent/guardian prior to publishing the child's full name or other identifying information.

Upon request of an individual, the Library shall refrain from publishing the name or other identifying information about that individual pictured in an image the Library wishes to publish.

### **D. Security Camera Footage**

The Library may use security camera footage taken of the interior and exterior of Library buildings to ensure safety and security. Security camera footage shall not be made public or otherwise disclosed unless required by applicable law or Court order. Requests for copies of security camera footage by law enforcement shall be made in writing to the Library Director and/or designee for review and consideration.

## **E. Photographing and Filming by Members of the Public**

### **1. Casual Photographing and Filming by the Public**

Casual amateur photographing or filming in or outside of Library facilities does not require special permission from the Library, provided no additional equipment is used (such as supplemental lighting) and does not interfere with Library operations.

Members of the public must honor requests from individuals who do not wish to be included in any photography or film and have the sole responsibility for obtaining all necessary releases and permissions from the subject individuals.

Members of the public are responsible for obtaining all necessary permissions to photograph, film, and/or distribute copyrighted or restricted materials, such as archival or special collections materials.

### **2. Photographing and Filming by Meeting Room Groups**

Groups meeting in the Library Meeting Rooms may arrange for professionals to photograph or film their event. Such activities must be restricted to the space reserved by the group and may not take place in other areas of the Library facility.

### **3. Professional Photographing and Filming**

Professional, or non-amateur, photographing and filming includes projects by the movie industry or for commercial purposes. Professional photographing and filming in or of Library facilities requires advance written authorization from the Library Director or her/his designee. Requests for such authorization must be received by the Library Director and/or designee at least 7 days in advance and include a detailed project scope.

Paid presenters are not allowed to photograph or film their presentations for commercial or marketing purposes.

Media requests to photograph or film inside library facilities are generally allowed, with advance notice to the library Public Information Officer or the Library Director.

Projects completed outside of posted public service hours may incur a fee imposed by the Library based on rates for use of staff time or as otherwise set by the Library Commission. Additional conditions may be imposed depending upon the nature of the project, at the discretion of the Library Director or designee.

## **V. REVISION HISTORY**

<b>Policy #</b>	<b>Effective Date</b>	<b>Significant Changes</b>	<b>Approved By</b>	<b>Previous Policy # and Date</b>
8001	1/7/2019	Clarified guidelines for paid presenters and media requests	Library Commission	N/A