



## PHOTOGRAPHY AND FILMING POLICY

**Policy #:** 8001

**Effective Date:** 2/4/26

### I. POLICY STATEMENT.

The purpose of this Photography and Filming Policy is to address 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.

The following definitions shall apply to this Policy, unless the use and context clearly indicates otherwise.

- A. "Film or Filming" means 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. "Director" means the Director to the Sonoma County Public Library, or designee.
- C. "Library-sponsored events" means All activities sponsored by the Library, including classes, programs, exhibits, contests, oral readings, social events, arts/crafts activities, children's activities and similar gatherings.
- D. "Policy" means this Photography and Filming Policy approved by the Library Commission, and as may be amended from time to time.

### III. POLICY.

- A. **Scope.** This policy shall apply to photographing and filming, both inside and outside the 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.

- B. Policy Standards.**

- i) 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.

**C. Administrative Procedures.**

**i) 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 C Administrative Procedures iii) Security Camera Footage.
- (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.
- (5) The Library will not film, record, or photograph in areas that are deemed to be sensitive or private, such as restrooms or locker rooms.

**ii) 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.

iii) **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.

iv) **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. If a person objects to being photographed or filmed, and the photography and/or filming continues in a targeted, harassing, or disruptive way, Library staff may direct cessation of the photography and/or filming as a condition of continued use of Library facilities.

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, paid social media content, or content used 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 seven (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 without prior written consent of the Library Director or designee.

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. These fees are limited to cost-recovery only and will not be based upon content or viewpoint. Additional conditions may be imposed depending upon the nature of the project without consideration for the content or viewpoint expressed by the creators, at the discretion of the Library Director or designee.

D. **Library Director Authority.** The Library Director, or designee, is expressly authorized to make minor amendments to this Policy, including, but not limited to, imposing additional policies or procedures that are deemed necessary for the efficient and safe functioning of the Library, so long as in line with the purpose of this Policy.

#### **IV. APPLICABLE LAW AND REGULATIONS.**

- A. California Constitution, article I, § 1 – Establishes a constitutional right to privacy.
- B. California Penal Code section 632 – Criminal law requiring the consent of all persons who may be audio recorded.
- C. California Civil Code section 3344 – Civil penalties for unauthorized use of photos or likeness for advertising or promotional purposes.
- D. California Government Code section 7927.105 – All Library patron use records are strictly confidential.

#### **V. REVISION HISTORY.**

**Policy #:** 8001

**Effective Date:** 2/4/26

**Significant Changes:** Policy on new template.

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**Effective Date:** 11/1/23

**Significant Changes:** Minor language changes.

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**Significant Changes:** Clarified guidelines for paid presenters and media requests.