



PHOTOGRAPHY AND FILMING IN THE LIBRARY

The priority of Lincoln County Library is to provide library services to our constituency, as fully described in the Library's Mission Statement and strategic direction. In order to protect the rights and safety of Library patrons, volunteers, and staff, photographing and films in the library is allowed only to the extent that it does not interfere with the provision of library services and is consistent with the Library's Mission Statement and Rules of Conduct.

Note that any persons filming or photographing on library premises have sole responsibility for gaining all necessary releases and permissions from persons being filmed or photographed. Lincoln County Library takes no responsibility for obtaining these releases. Persons who wish to photograph individuals or groups inside the Library must seek verbal permission from the subject before doing so.

Staff will terminate all photography, videotaping, or recording sessions that appear to compromise the safety and privacy of library patrons or otherwise violate this policy.

AMATEUR PHOTOGRAPHY/FILMING

Casual amateur photography and videotaping is permitted in library facilities for patrons and visitors wanting a remembrance on their visit. Photographing must not interfere or disturb other patron use. Do not block doorways or stairs. Only handheld cameras may be used. The use of additional equipment such as lighting, tripods, selfie sticks and drones are not permitted.

NEWS MEDIA PHOTOGRAPHY/FILMING

The Library has an open-door policy for news media photographers and reporters who are doing stories or projects that directly involve the Library and its programs. Advance authorization for such photography must be obtained from the Library Director.

The Library does not grant permission for news media to use its facilities for stories or projects that do not relate to the Library itself. It disallows using library facilities as interview venues for unrelated stories and disallows access to library patrons for opinion polls within its facilities.

Community organizations holding scheduled events or meetings in library meeting rooms may arrange for their own news coverage of their events. Such photography and filming are restricted to the space reserved by the group, and the group is responsible for any necessary releases and permissions.

COMMERCIAL PHOTOGRAPHY/FILMING

Professional and/or commercial photo shoots must be scheduled in advance and cannot take place without prior approval of the Library Director. The photo shoot must not disturb normal library operations. This includes excessive conversation, blocking hallways or stairs,

interference with patrons, or disruption of library services. Lincoln County Library reserves the right to stop the shoot if it is disruptive to normal library operations.

LIBRARY STAFF PHOTOGRAPHY/FILMING

The Library reserves the right to document its services and the public's use of the library. Library staff will make every effort to notify members of the public when filming and audio recording is taking place. Official representatives of the library may take photographs, film, or use other recording devices within the library and at library-related events with verbal permission from the subject. These photographs or films may be copied, displayed, published (including to the Library's website) in a newsworthy context to inform the public about the Library. Use of photos for publicity or marketing purposes must be accompanied by a release form. This section extends to photographs and filming by library staff at Foundation and Friends of the Library events and at library booths and programs at public events in the community.

Adopted 3/17, Revised 4/23