

## **BMDL Policy 4.12**

**Last revised: January 14, 2013**

### **Filming and Photography Policy**

The duty of fulfilling the Library's mission is the first priority of Bacon Memorial District Library and the filming and photography described below 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 Policies.

Note that any persons filming or photographing on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. The Library undertakes no responsibility for obtaining these releases.

If the nature of filming/photography requires that a staff member be present, a charge of \$25.00/hour may be incurred. Also note that library staff may terminate any photo session that appears to compromise public safety or security, or is disruptive to the operation of the library.

Interested parties wanting to film and/or photograph on library premises must submit a written proposal to the Director for approval. All proposals will be reviewed and processed in a timely manner. The written proposal must include:

- Name and contact information of person responsible
- Date and time of filming/photograph
- Specific locations on library premises that will be utilized
- Purpose and description of filming/photography

#### **New Media Photography**

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's 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; however, research photography of the library's materials and resources are permitted within certain limitations (see "Research Photography" section below). It disallows using Library facilities as interview venues for unrelated stories, and disallows access to library patrons for opinion polls or man on the street interviews within its facilities.

#### **Documentary-Type Photography for Publication or Broadcast**

The Library permits photography of its premises and activities when the use of the photographs involves the library directly, i.e. books, articles, or videos about the library itself, the library's position in the city of Wyandotte as a tourist or learning destination, or as part of a piece used to describe our city's environs. Advance authorization must be obtained in advance from the Library's Director.

### **Commercial Photography**

Commercial filming and photography, including wedding and portraiture photography, are permitted by appointment only. Location fees of \$25.00/hour and liability insurance that names the Library as an additional insured are required, and certain restrictions may apply. Advance authorization must be obtained in advance from the Library's Director.

### **Research Photography**

The Library permits research photography of its materials and resources within certain limitations. Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the library. Permission to reproduce materials from special collections may in some cases be denied or involve a fee. Please discuss your needs with a staff member to obtain advance authorization.

### **Amateur Photography**

Casual amateur photography and videotaping is permitted in library facilities for patrons and visitors wanting a remembrance of their visit. More involved photography projects involving groups of 3 or more, or the use of additional equipment such as lighting, are not permitted during hours the library is open to the public and require the completion of the Hold Harmless Agreement (BMDL Policy 4.12.1)

### **Movie Industry**

The Library will permit use of its facilities by the movie or music industry for filming major entertainment projects where a library setting is called for, if the project does not interfere with the mission of the Library and is in accordance with the rest of this policy. Fees will be determined based upon the usage of the building and staff time required.

### **Photography for Groups and Non-library Events in Meeting Facilities**

Groups arranging meetings in the library meeting facilities may arrange for photographers and news media during their event. Photography for such events is restricted to the space reserved by the group and may not take place in other areas of the library.