



# KENOSHA PUBLIC LIBRARY

## Filming and Photography Policy

*The Board of Trustees of the Kenosha Public Library adopts and makes public the following written policies.*

### **GUIDING PRINCIPLES**

The Board of Trustees recognizes that in addition to being a vital resource for readers, researchers and civically active community members, Kenosha Public Library is an attractive destination for other reasons for residents or other visitors. As a public space, those who visit the library can have no legal expectation of privacy. That said, the library has these basic guidelines for photographers, whether professional or amateur: The taking of photographs or videos must not interfere with anyone's enjoyment of the library. The photographer will honor the requests by anyone in the library who does not wish to be photographed or recorded. Minors may not be photographed or recorded without the consent of a parent or guardian, except by library staff during library-sponsored programs and except incidentally in group or crowd photos. The use of tripods, stand-alone lighting equipment and microphones or other accessories is not permitted without the permission of the library's Head of Community Programs and Partnerships. Library staff members may terminate any photo or video sessions they determine to be in violation of the above guidelines or inconsistent with public safety. 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.

### **NEWS MEDIA PHOTOGRAPHY AND RECORDING**

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. The library requests that media check in with the Head of Community Programs and Partnerships prior to any planned photo shoot and respect the guidelines that apply to all photographers. As a center of civic engagement, Kenosha Public Library recognizes that it is an important venue for gauging

community opinions on a wide range of local topics. As such, news media are 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. The library requests that media check in with the Head of Community Programs and Partnerships prior to any planned on-site interviews or polls.

### **COMMERCIAL PHOTOGRAPHY AND RECORDING**

In general, the library does not permit commercial photography in the building. This includes, but is not limited to, using the library as a stage set for portraiture, model photography, engagement or wedding photography, product photography or as a recording location for television or online advertising regardless of whether the advertised goods or services relate to the library. The Library Director may grant exceptions to Kenosha-based merchants and library cardholders who submit specifics of the proposed photo or video shoot to the Head of Community Programs and Partnerships.

### **PHOTOGRAPHY AND RECORDING BY PROGRAM PARTNERS**

Kenosha area organizations that regularly partner with the library on free community events may use photos or recordings taken during these events in promotional material. If one of the library's partner organizations intends to arrange for a video or audio recording of an event that is scheduled to take place within the library, this request should be made at least five business days in advance to the Head of Community Programs and Partnerships. Note that even when permission to record a program is granted, the photographing and recording of minors who attend such programs is not permitted.

### **PHOTOGRAPHY AND RECORDINGS BY GROUPS RENTING LIBRARY SPACE FOR NON LIBRARY EVENTS**

Groups meeting in the library facilities may arrange for photography during their event. Photography for such events is restricted to the space reserved by the group, may not take place in other areas of the library and must comply with the library's stipulations regarding commercial photography and recording.

## **PHOTOGRAPHY BY THE LIBRARY**

The Kenosha Public Library frequently engages in photographing and recording programs and events for its own publicity and promotional purposes. Library staff will make every effort to notify members of the public when filming is taking place. Please notify a library staff member if you do not want to be photographed or recorded.

## **USE OF LIBRARY'S MARK**

No photographs or video that includes the library's mark or name will be used for any commercial purpose, or made publicly available without the Library Director's written consent.