



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. 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 patrons in the library who do 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 Marketing and Communications Manager. 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 Marketing and Communications Manager 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 Marketing and Communications Manager 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 product photography or using the library 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 Marketing and Communications Manager.

PHOTOGRAPHY AND RECORDING BY PROGRAM PARTNERS

Kenosha organizations who utilize library spaces for free community events may use photos or recordings taken during these events in promotional material. Kenosha Community Media follows the guidelines set out in their contract with Kenosha Public Library. 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 Marketing and Communications Manager. 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 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.