



Photography, Filming, and Recording Policy

The purpose of this policy is to establish the terms and conditions under which Library space may be used for still photography, filming, audio recording, and/or video production. Permission is required for any photography, filming, audio recording, and/or video production in the Library building, on the Library grounds or at Library-sponsored events by professional, commercial, student or news photographers or filmmakers, or by other Library visitors/readers wishing to take pictures, record audio, or film for commercial and/or personal purposes.

Facilities of the Osterhout Free Library are limited public forums subject to reasonable time, place, and manner restrictions. To that end, the Library has the right to limit photography, filming, audio recording, and/or video production on Library properties or inside Library facilities when such restrictions serve the Library's mission, primarily to ensure the rights of Library patrons to use the Library freely and confidentially without scrutiny, harassment, intimidation or distraction by others.

All photography, filming, audio recording, and/or video production requests are coordinated by the Library's Executive Director or designated administrator. In addition, all Library rules and regulations must be followed and there shall be no interference with the ongoing operations of the Library.

The Library reserves the right to prohibit any photography, filming, audio recording, and/or video production for any reason, including, but not limited to, if the photography or recording production creates the potential for: disruption of business; damage to or alteration of Library property; inappropriate use of the Osterhout Free Library's name, logo or images; creating safety hazards; violations of Library privacy policies; or individual or corporate financial gain.

Non-Commercial (private use) Photography

Non-commercial photography (such as a visiting Library professional, casual tourist, or Library user who wants to record a visit or capture the building's architecture or landscape) is generally allowed without prior written permission, provided that such activity does not capture identifiable likenesses of individuals without their permission. Individuals who take pictures must honor requests from Library users who do not want to be included in photos. Equipment, such as tripods, may not obstruct passageways or cause disturbances to Library users. The Library reserves the right to terminate any photography session if it results in disruption of the ordinary Library environment or operations.

Non-Commercial Filming, Commercial Filming or Commercial Photography

Filmmaking (commercial and non-commercial) or commercial photography is coordinated and approved at the discretion of the Library's Executive Director or designated administrator. Should such permission be given, all Library rules, regulations and policies must be followed and there shall be no interference with the privacy rights of Library patrons, the ongoing operations of the Library, and the work of its staff.

News-Related Filming & Photography

Reasonable accommodations are made 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 either the Executive Director or designated administrator prior to any planned videophotos shoot and respect the guidelines that apply to all photographers.

News media are not 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.