



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/users 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 image; 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 video/photo 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.

The Library will consider reasonable requests for journalistic, non-commercial filming and photography. Notification is not required but is requested for news-related photography. News media outlets are encouraged to obtain advance permission to: protect the safety and privacy of those using Library facilities and resources; ensure Library business is conducted without disruption; and ensure that the Library's users are not unduly disturbed. News media representatives may be accompanied by the appropriate library staff during all recording/photographing.

Library Photography or Filming

The Library frequently engages in photographing and recording programs and events for its own publicity and promotional purposes. Please notify a library staff member if you do not want to be photographed or recorded. The Library reserves the right to include these images in brochures, flyers, web pages, social media, news releases or other promotional materials, as well as make them available to media outlets and event participants. When names or images are used by the Library for publicity or other Library-related uses, the Library obtains patron permission or allows patrons to "opt out" of having their image taken.

Photography and Recording by Program Partners

Organizations that regularly partner with the library on free educational or 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 in advance to the Executive Director or designated administrator. Note that even when permission to record a program is granted, the photographing and recording of minors who attend such programs is not permitted without permission of legal guardian.

Nonprofit, Academic or Research Projects

Photographers working on nonprofit, academic, or research projects that affect the operation of the Library must secure authorization in advance to avoid disrupting Library operations.

Research photography of the Library's materials and resources is permitted within certain limitations. For artifacts or archival materials, please contact the Executive Director for assistance. Additional permissions must be obtained from the Library to photograph materials or items in special collections because of complex copyright issues in these areas.

Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the Library.

Requests for Permission

All requests for photography, filming, audio recording, and/or video production must be made in advance, in writing, and include the following information:

- Name and description of the organization or individual making the request.
- Project description, including the context and way in which the Library is to be portrayed and the intended use of the resulting material.
- Date(s) requested.
- Time and duration of proposed production shoot.
- Number of people and amount and type of equipment involved, including vehicles.
- Potential disruption (sound, light, physical, etc.) of Library activities.
- Consent for photography permission releases, if necessary, must be submitted for review by the Library in advance.

Additional Guidelines

- Use of the Osterhout Free Library's name, logos, trademarks or images in connection with any photograph or film is prohibited without prior permission by the Library.
- Photos of minors are prohibited at all times without the permission of the minor's parent or guardian.
- Taking photos, video, or audio of any other person in restrooms is not permitted.
- Taking photos/video, or audio of any other person in staff-only areas is not permitted.

- No set construction or alteration of buildings/grounds is permitted.
- All areas occupied in connection with the filming/photographing must be returned to their normal conditions.
- Applicants must not make any connections to the electrical system other than through plugging into standard duplex receptacles. Covers from electrical panels or boxes must not be removed.
- Permission to photograph/film/record does not release the persons or groups involved from liability for injuries to persons or property that result from their activities on Library property.
- In Pennsylvania, audio recording another person's "oral communication," without the other person's consent may be a felony criminal offense under the Wiretapping and Electronic Surveillance Control Act, 18 Pa. C.S. §§5702, 5703(1)-(3), 5704(4).

Library staff may terminate any photography, filming or recording session that appears to compromise public safety and security.

Policy changes

The Board of Trustees reserves the right to make changes to this policy, or terminate or restrict any photography, recording or filming that causes an undue disturbance, violates library policy or regulation, endangers the health or safety of patrons or staff or violates any local ordinance, or state or federal law.

Approved by the Osterhout Free Library Board of Trustees on November 18, 2025