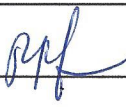


<b>POL-LIB-2016-03</b>	<b>Issue No: 1.0</b>	<b>Date: October 22, 2015</b>
Prepared By: <b>Catherine Christmann</b>	Page 1 of 2	Approved By: <b>Renee Frankel</b> 
<b>Filming and Photography</b>		

## **PURPOSE**

The mission of Thomas Branigan Memorial Library is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. In order to achieve this the Thomas Branigan Memorial Library permits filming and photography under the following conditions below.

## **POLICY**

For safety and privacy reasons names will never be published with accompanying photos without a signed waiver. Any consent granted pursuant to this Policy to permit photography or filming may be revoked at any time upon failure to comply with terms of the Policy or other rules and regulations of the Library.

### **1. Amateur Use:**

- a. Casual amateur photography, filming and videotaping is permitted in public and program areas of Library for patrons and visitors wanting a remembrance of their visit.
- b. The photography cannot interfere in any way with Library operations or capture any identifiable likenesses of individuals without their permission.
- c. Photographers are responsible for arranging all necessary releases and permissions from persons who are filmed or photographed.
- d. Non city employees may not take a photo or film a Library patron without the consent of the patron, or their parent/guardian, if a minor.

### **2. Commercial Use:**

Images are not to be used for any commercial purposes.

### **3. Library Use:**

- a. The Branigan Library will use staff-produced images of library programs, events and other activities to advance the mission of the library.
- b. By attending programs customers authorize the use and reproduction by the library, or anyone authorized by the library, to any photographs, audio or video taken while at TBML, without compensation. Participants may request in writing that their image not be used by the library.

