



New Glarus Public Library Photography and Filming Policy

- I. Purpose
 - II. Library Classes and Events
 - III. Amateur Photography and Filming
 - IV. Commercial Photography and Filming
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- I. Purpose
 - A. While appreciating the photogenic qualities inherent in their design, libraries remain working institutions whose primary mission remains to serve the needs of its patrons. As such, this policy is intended to protect library users who may be endangered or inconvenienced by having their photo or video image taken in the library, while encouraging media and others to use cameras in a way which will help communicate the library's mission and promote the uniqueness and historical significance of the library.
 - B. In order to provide library customers with the safest and most pleasant experience we will adhere to this policy regarding photography and video recording within the library.
 - II. Classes or Events
 - A. Classes or events sponsored by the New Glarus Public Library (NGPL) may be photographed or video-recorded by the library's staff or its representatives.
 - B. Attendance at a NGPL sponsored class or event constitutes the consent of all attendees, and the consent of the parents or legal guardians of any minor children in attendance.
 - C. These pictures or videos may be used for future publication or broadcast on the library website or social media at the discretion of the library.
 - III. Amateur Photography and Filming
 - A. Casual amateur photography, filming, and videotaping is permitted in library facilities for customers and visitors wanting a remembrance of their visit, provided that the photography does not interfere in any way with library operations or capture any identifiable likenesses of individuals without their permission.
 - B. Those photographing or filming are responsible for arranging all necessary releases and permissions from persons who are photographed or filmed.
 - C. Under no circumstances may anyone take a photo or film a library customer without the consent of the customer, or their parent/guardian, if a minor.
 - IV. Commercial Photography and Filming

- A. As public libraries are a limited public forum, patron privacy is protected under statute 43:30 1(m) *Public Library Records*.
- B. In order to ensure the privacy of our patrons, it is our policy that commercial or media photography or filming in the New Glarus Public Library must receive prior written consent of the Library Director.
- C. Such approval shall contain the conditions under which the commercial/media photography or filming will take place, the intended purpose of the photography or recording, and it shall address the rights to ownership of the photos/films.
- D. In addition, those photographing or videotaping patrons must obtain, in advance, a signed release which explains the purpose and scope of the project from said patrons.
- E. If children are captured on film a signed release must be obtained by the child's legal guardian. Individuals not following this policy may be asked to put away their equipment or leave the facility.

*Library access by photographers may be limited either by time constraints or to specific areas depending upon the impact or effect such sessions could have upon other library users.

Adopted by the New Glarus Public Library Board of Trustees August 17, 2022