

Filming and Photography Policy

GUIDING PRINCIPLES

The Board of Trustees recognizes that in addition to being a vital resource for readers, researchers and civically active community members, Princeton Public Library is an attractive destination for other reasons for residents and other visitors.

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, including those using any other type of film, video or recording device, whether professional or amateur:

- The taking of photographs or recording must not interfere with anyone's enjoyment of the library or create a safety or health risk for any person, or otherwise violate any provision of this policy.
- The photographer will honor the requests by anyone in the library who does not wish to be photographed or recorded, including requests by parents/guardians/caregivers that children or other persons under their care not be photographed or recorded. This restriction shall not apply to photographing or recording by library staff during library-sponsored programs and to incidental inclusion in group or crowd photos.
- The use of tripods, stand-alone lighting equipment and microphones or other accessories is not permitted without the prior written permission of the library's Marketing and Communications Office.

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 person(s) filming or photographing on library premises has 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 or for any photographs or recordings taken without proper authorization.

NEWS MEDIA PHOTOGRAPHY AND RECORDING

The library has an open door policy for members of credentialed news media outlets, including photographers, producers and reporters, who are doing stories or projects that directly involve the library and/or its programs. The library requests that all members of the media check in with the Marketing and Communications Office prior to any planned photo shoot and respect the guidelines that apply to all photographers.

As a center of civic engagement, Princeton Public Library recognizes that it is an important venue for gauging community opinions on a wide range of local topics. As such, members of credentialed news media outlets 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, provided such credentialed news media personnel do not interfere with anyone's enjoyment of the library, or create a safety or health risk for any person, or otherwise violate



this policy. The library requests that all media check in with the Marketing and Communications Office prior to any planned on-site interviews or polls.

COMMERCIAL PHOTOGRAPHY AND RECORDING

In general, the library does not permit commercial photography or other recording in the building. This includes, but is not limited to, using the library as a stage set for portraiture, model photography, engagement or wedding or other special occasion photography, product photography or as a recording location for television or online advertising regardless of whether the advertised goods or services relate to the library. The Executive Director may grant exceptions to Princeton-based merchants and library cardholders who submit specifics of the proposed photo or video shoot in advance to the Marketing and Communications Office.

PHOTOGRAPHY AND RECORDING BY PROGRAM PARTNERS

Princeton area organizations that regularly partner with the library on free community events may use photos or recordings taken during these events in promotional materials, subject to obtaining the consent of all participating persons. 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 writing at least five (5) business days in advance to the Marketing and Communications Office. Note that even when the Library grants permission to record a program, the photographing and recording of minors who attend such programs are not permitted when the minor or a responsible parent/guardian/caregiver expressly denies consent or asks that the minor not be photographed or recorded.

PHOTOGRAPHY AND RECORDINGS BY GROUPS RENTING LIBRARY SPACE FOR NON- LIBRARY EVENTS

Groups meeting in the library facilities may arrange for photography during their event. Photography for such events is restricted to the space reserved by the group, may not take place in other areas of the library and must comply with the library's stipulations regarding commercial photography and recording.

PHOTOGRAPHY BY THE LIBRARY

The Princeton 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.

SURVEILLANCE

The library also employs a video surveillance camera system at its location, which enhances the physical security of the library, property within the library, and everyone within the building , while also providing data to measure the usage of library facilities, programs and materials. The library has posted clear and unambiguous notice of this system's presence, and the cameras are in plain sight. The library strives to protect the privacy of everyone who uses the library and, therefore, orients the cameras so they record activity only in public locations in which there is



no reasonable expectation of privacy, and uses the surveillance camera system in accordance with appropriate retention policies. The library reserves the right to preserve and archive surveillance footage at its discretion and to disclose surveillance camera images to law enforcement personnel voluntarily or upon request. Images on this system that are not intentionally preserved are automatically removed after the passage of a limited period of time.

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 Executive Director's written consent.

Approved by the Board of Trustees June 6, 2017

Revised Sept. 20, 2023