

Portland Library CT Photography, Filming, and Recording Policy (Supplement to Behavior and Environment policy)

Policy Statement

Under certain conditions, photography, recording, and filming at Portland Public Library is allowed to the extent that it does not interfere with the provision of library services and is consistent with the library's mission statement and code of conduct and is in accord with the following policy statements.

Library customers should be able to use library services without concern that their identity, location, image, information searches, or reading choices will be published publicly without their understanding and permission.

Certain areas of the Library ("Public Areas") may serve as public fora in which members of the public are free to exercise First Amendment rights such as the right to free speech and the right to assemble to petition government. The exercise of such rights by members of the public is subject to reasonable time, place and manner restrictions imposed by the Town, the Library Director or their designee. Such reasonable time, place and manner restrictions follow the guiding principle of protecting the rights of members of the public to enjoy the core mission of the Library—reading, writing, researching and quiet contemplation—in privacy. For example, members of the public may assemble to discuss issues of the day and petition government in Library conference rooms that they have reserved but may not conduct such meetings in the public reading areas of the Library where they will disturb other members of the public who are enjoying a quiet environment.

Certain areas of the Library are used, at various points in time, to host meetings of Town of Portland Boards and Commissions. This policy is not intended to apply to photography, filming and recording of public meetings while an individual (and the individual's photography or other recording equipment) is within the confines of the room where the meeting of a Town Board or Commission is occurring. Any time, place or manner restrictions imposed by the Town or the Board or Commission will apply during such times.

Areas of the Library that are not open to the public (such as "staff only" areas) do not constitute public fora and no photography, filming or recording are allowed in such areas without the express permission of the Library Director or their designee.

Library employees may be subject to additional restrictions on photography, filming and recording while they are working.

Definitions

The terms "photograph" or "photography", "recording" or "filming" are used generally and refer to any method including photography, filming, videotaping, audio recording or any other process of still or moving image or audiovisual capturing in any method used now or in the future.

Releases

Individuals photographing, filming or recording on Library premises have sole responsibility for gaining all necessary releases and permissions from persons who can be identified in any photography, film or recording. Individuals are reminded that permission to photograph, film or record minors requires the express permission of a parent or legal guardian. The Library undertakes no responsibility for obtaining these releases.

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On request, the recording party shall provide written permission or reasonable facsimile to the library director or a designee.

Amateur Photography

Casual amateur photography by customers and visitors is permitted in Public Areas of the Library so long as additional equipment such as tripods and/or lighting is not used and filming only captures the image of the person filming or of people who have provided express permission to be filmed/recorded.

General Policy Regarding Permission

Permission is required for any filming, photography or recording that could potentially disrupt operations or that will require permission from people who may be filmed while in a facility; it is also required if filming location is not readily accessible or requires special accommodation or access. Requests for permission to film, photograph or record must generally be made at least 2 working-days prior. Permission should be requested on weekdays between 10 a.m. and 5 p.m.

Permission is not required for photographing/filming/recording in public areas if no tripods, lights or other specialized equipment is used and images of people in the library are not captured. There may be designated areas in library locations and/or exhibition areas or other areas or events where photographing is prohibited.

Approvals of Requests

Subject to the ultimate authority of the First Selectperson, the Library Director or their designee is authorized to grant permission to photograph/film/record the interior of Library buildings, setting the conditions under which the photographing may take place, or to deny permission.

Factors Considered for Approval

The Library Director or their designee will consider and act upon requests for permission to photograph considering:

- The public interest
- Statutory requirements
- The Library's interest
- Issues of confidentiality
- The amount of time each project will require
- The need to maintain impartiality among competing photographers
- Any other purpose consistent with the status of the Library as a designated public forum that the Director or designee consider to be in the interest of the community or Library.

Exterior Photography

Photographing the exteriors of Library buildings does not require permission; photography may not impede the ingress or egress of visitors or staff to or from any Library building.

Media Requests

While the Library has an open-door policy for news media photographers and reporters whose stories directly involve the library's programs, resources, collections, and services, obtaining advance permission is extremely important to:

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- Protect the safety and privacy of those using Library facilities and resources
- Ensure Library business is conducted without disruption
- Ensure that the Library's users are not unduly disturbed

Media representatives must obtain approval from the Library Director, or their designee. They may be accompanied by a member of the Library staff during all photographing or recording.

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. Using Library facilities as interview venues for unrelated stories as well as photographing Library users for opinion polls or "person on the street" interviews is prohibited without prior approval from the Library Director, or their designee.

Commercial Photography

Library buildings may not be used as a setting for a creative film or videotape, advertisements, fashion shoots or for any other photography which will be used for commercial purposes without the prior approval from the Library Director, or their designee. The production company shall compensate the Library for staffing expenses necessary to open, secure, and monitor Library premises during a shoot at overtime rates.

Movie and Music Industry

The Library may permit use of its facilities by the movie or music industry for film projects where a library setting is called for, if the project does not interfere with the mission of the Portland Public Library, is in accordance with the rest of this policy and does not advertise or promote commercial products. The production company shall compensate the Library for staffing expenses necessary to open, secure, and monitor Library premises during a shoot.

Library Liability for Injuries

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.

Revocation of Permission

The Library Director or their designee may revoke permission to photograph, film or record at any time. Likewise, any individual may revoke permission to be photographed, filmed or recorded while using Library facilities. Any photography, filming or recording of individuals while using Library facilities that, in the opinion of the Library Director or her/his designee, constitutes unlawful harassment under the law shall result in revocation of permission to photograph, film or record such individuals and/or to use any images or recordings of such individuals.

Compliance with Laws

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When permission is given to photograph, film or record in public areas of the Library, the individual photographing, filming or recording remains solely responsible for compliance with all applicable federal, state and local laws.

Approved by the Library Board 2-16-2023

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