

Talbot County Free Library Filming and Photography Policy

Purpose: The addition of a filming and photography policy is being proposed (policy below) to safeguard members of the public from having their photos taken in TCFL library buildings. The policy below provides direction to staff on what is permissible regarding filming and photography in the library. It also gives notice to the public that TCFL regularly films and takes pictures of library events and programs for promotional purposes.

Filming and Photography Policy

Individuals or organizations that wish to take photos or film in Talbot County Free Library (TCFL) facilities will be referred to the Library Director or designee for permission. All instances of filming and photography must be approved by the Library Director or designee. Any requests for organizations wishing a release form to be signed must get approval from the Library Director.

Media representatives who come to TCFL to cover an event or activity do not need to get approval from the Library Director. However, TCFL staff should alert the Library Director or designee.

Please observe these additional rules:

1. Do not use flash equipment in areas where it might disturb library users.
2. Equipment such as tripods may not obstruct passageways or cause disturbances to library users.

Please note that TCFL frequently engages in photographing and recording programs and events for its own publicity and promotional purposes. To reinforce this, a tagline appears periodically in the TCFL's newsletter and website that states, "The library may photograph or film patrons for library promotional purposes. Please notify library staff if you do not want you or your child to be photographed or filmed."

As a courtesy, staff will notify patrons if they will be taking photos during a program, and give them an opportunity to opt out.

Staff will get verbal permission from a parent or guardian if the photos will be posted on social media and will include identification of a minor under the age of 16.

Approved by the Library Board of Trustees of the Talbot County Free Library, September 15, 2016.