

Filming and Photography Policy

Public libraries are classified as “limited public forums,” which essentially recognizes that libraries have the ability to place “time, place, and manner” restrictions on speech and speech-related activities occurring on their property as long as the restrictions are both reasonable in nature and viewpoint neutral.

Filming and photography are allowed only to the extent that it does not interfere with the delivery of library services and is consistent with the Library's mission. All parties involved in filming and photography are expected to follow the Library's Code of Conduct.

Persons filming or photographing on library premises have 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. Presence in the Library is not consent on behalf of patrons for use of their image or likeness by any third party.

Failure to obtain releases and permissions from persons being filmed or photographed will be deemed unacceptable behavior for purposes of enforcing the Library's Code of Conduct.

Library staff shall terminate any photo session that violates Library policies or appears to compromise public safety, patron confidentiality, or security. Termination may occur at any time that the activities become basically incompatible with the normal activity of the Library's use, safety, and function.

News Media Filming and Photography

The Library has an open-door policy for news media photographers and reporters who are doing stories or projects that directly involve the Library and its programs, resources, and services. Advance authorization for such coverage must be obtained from the Library's Director or Assistant Director.

The Library does not grant permission for news media to use its facilities for stories or projects that do not relate to the Library itself; The Library disallows using Library facilities as interview venues for unrelated stories and disallows access to Library patrons for opinion polls or interviews within its facilities.

Documentary-Type Filming and Photography for Publication or Broadcast

The Library permits photography and filming of its premises and activities when the use of such involves the Library directly, i.e. books, articles, or videos about the Library itself, the Library's position as a learning destination, or as part of a piece used to describe Warren, Franklin, or Gasconade Counties. Authorization must be obtained in advance from the Library's Director or Assistant Director.

Research Photography

The Library permits research photography of its materials and resources within certain limitations. Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the library.

Amateur Filming and Photography

Casual amateur photography and videotaping is permitted for patrons and visitors wanting a remembrance of their visit. The use of additional equipment such as lighting is not permitted. Amateur photographers have explicit responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed.

Photography for Groups and Non-Library Events in Meeting Rooms

Groups reserving the Library's public meeting rooms may arrange for photographers and news media during their event. Filming and photography for such events is restricted to the space reserved by the group and may not take place in other areas of the Library without advance authorization of the Library's Director or Assistant Director.

Exterior Filming, Photography, or Other Recording.

Any person or entity taking video footage, taking photographs, or doing other audio or visual recording on Library grounds shall not do so in a manner that would impede the ingress or egress of any patrons, workers, or other visitors entering or exiting a Library building. Should such activity make ingress or egress impossible for any time that person shall be given verbal warning for trespassing and if such activity continues within 24 hours then written trespass notice shall be provided.

Patrons or other visitors shall not walk through, stand, congregate, or otherwise disturb outside landscaping areas for any purpose other than in emergency situations.