

**Policy: Filming and Photography Policy**

**Approved: 01/17/2019**

**Amended:**

**Reviewed:**

The filming and photography described below is allowed only to the extent that it does not interfere with Library operations, services, programs, and activities and is consistent with the Patron Conduct Policy of the Bristol Public Library.

Any individual or group who is interested in using the Library for professional/commercial photography or filming must fill out the attached form and submit it for review to the Executive Director. Please note that any persons filming or photographing for professional or commercial use on Bristol Public Library or Avoca Branch Library property have the sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. The Library is not responsible for obtaining releases for any outside group or member of the public for events not sponsored by the Library.

Permission to film or photograph may be revoked at any time if the activity fails to comply with Library policies or is in any way disruptive to the Library's operations. Library staff and/or security may terminate any photo or filming session that appears to compromise public safety or security.

Photography for Library Use

Programs or events sponsored by the Bristol Public Library and/or the Avoca Branch Library may be photographed or filmed by the Library staff. Attendance at a Library-sponsored event or program constitutes the consent of all attendees, and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or video at the discretion of the Bristol Public Library and Avoca Branch Library.

Photos, images, and videos submitted by Library users for online galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of individuals and children, images will not be identified using full names without approval from the legal guardian. If a patron does not want the Library to use a photo or video of them or their child, they must inform the Library staff member who is coordinating the event.

Security Camera Recordings

The Bristol Public Library makes use of security cameras at both the downtown location and the Avoca Branch Library. These cameras do hold recordings for a limited amount of time and are only accessible by the Security Officers and the Executive Director for the sole purpose of keeping the Library and its patrons safe. Recordings are not accessible by anyone other than Security or the Executive Director without a court order for release of specific footage.

**Professional/Commercial Filming or Photography Request Form**

**Name of Company or Individual:** \_\_\_\_\_

**Contact Name (if different):** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Contact E-Mail:** \_\_\_\_\_

**Reason for Filming/Photographing:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Requested Date/Time:** \_\_\_\_\_

**Expected Locations:** \_\_\_\_\_

*By checking this box, the undersigned agrees to abide by the policies of the Bristol Public Library, including receiving all needed permissions and releases.*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

\_\_\_\_\_  
*Library Use Only*

Approval: Y N If no, give reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_