

Photography and Filming Policy

Purpose

The Jefferson Public Library strives to provide and maintain an environment in which library visitors are able to use the library's resources, services and programs as effectively as possible. A photography and filming policy has been established to govern the use of photographic, digital imaging and film equipment by library staff and the public in order to ensure that this activity does not interfere with the public's right to enjoyment of the library for its intended purpose or violate the privacy rights of any user of the Jefferson Public Library.

General Policy

Permission is not required for taking photographs or videos in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, there may be library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited (i.e., restrooms, meeting room, museum artifacts, and archival materials). Taking photographs or videos of, or in, areas reserved for staff use only is also prohibited. If tripods, lights, or other specialized equipment is to be used, requests must be made at least 24 hours in advance to the Library Director. Persons taking photographs and videos shall not (i) compromise a library visitor or staff member's right to privacy, (ii) harass, intimidate, or threaten a library visitor or staff member, (iii) block library aisles, walkways, stairwells, doors, or exits, or (iv) damage or alter library property.

Exterior Photography and Videos

Taking photographs and videos outside of the library building and/or of the library grounds does not require permission. However, the activity may not impede the ingress or egress of library visitors or staff to or from the library building.

Commercial Photography and Videos

The library may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the library and is in accordance with the rest of this policy. The library will charge a fee of up to \$100.00 to offset costs incurred by the library to provide access to the facility and permission must be sought at least one week in advance.

Photography and Videos of Materials and Resources

The library permits the taking of photographs and videos of its publicly-available collections. However, persons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

Library Photography, Videos, and Recording

The library may take photos, videos, and audio recordings at the library and during library events to use in its publicity materials and on its website and social media sites. The library reserves the right to document its services and the public's use of the library building and grounds. These photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any library web site or social media site). Any individual that does not wish the library to use a photograph or video of them or their child should inform a library staff member prior to or while such photographs or videos are being taken.

News and Media Photography

The library shall grant access and permission to any media photographer who is recording a news story that directly involves the library and its programs, provided that all library policies are observed. Advanced notice is requested when possible.

Library Board Meetings

Wisconsin Statutes Chapter 19.90 of the Open Meetings of Governmental Bodies law, grants citizens the right to record or videotape open session meetings, as long as doing so does not disrupt the meeting. The law explicitly states that a governmental body must make a reasonable effort to accommodate anyone who wants to record, film, or photograph an open session meeting, as long as the activity does not interfere with the meeting. In contrast, the Open Meetings of Governmental Bodies law does not require a governmental body to permit recording of an authorized closed session.

Liability

Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The library undertakes no responsibility for obtaining these releases or permissions.

Rights of the Library

The library reserves the right to enforce all above provisions at its sole discretion.

Jefferson Public Library's first priority is fulfilling its mission, and as such, has the right to terminate the activities of any person whom it feels, in its sole discretion, are inconsistent with such mission.

All staff of the Jefferson Public Library are authorized to terminate any photography, filming or imaging which appears to compromise the safety, security, or execution of library services.

References:

Wisconsin Statutes Chapter 19.90 – Use of equipment in open session.
<https://docs.legis.wisconsin.gov/statutes/statutes/19/v/90>

Jefferson Public Library Board
321 S. Main Street
Jefferson, WI 53549

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