

## **Photography and Filming 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.

It is the policy of the Canton Public Library (hereinafter: Library) to permit filming and photography under the conditions described herein only to the extent that it does not interfere with the operations, programs, and activities of the Library. All parties involved in filming and photography are expected to follow the Library Code of Conduct Policy.

The Library authorizes filming and photography as follows:

1. Classes, programs, and events sponsored by the Library may be photographed or video recorded by Library staff. Attendance at a Library event 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 videos at the sole discretion of the Library. Parents/guardians who do not want their children photographed at an event must notify the Library Director prior to the start of the event.
2. Casual amateur photography and video recording is permitted in the public areas of the building for patrons wanting a remembrance of their visit, provided that the photography does not interfere in any way with Library operations or capture any identifiable likeness of individuals without their permission. Presence in the Library is not consent on behalf of patrons for use of their image or likeness by any third party. Any such photographers are responsible for arranging all necessary releases and permissions from persons who are filmed or photographed. The Library undertakes no responsibility for obtaining these releases.
3. Except as stated in item 1 above, in no circumstances may anyone take a photo of or film a Library patron without the consent of the patron or their parent/guardian if a minor.
4. Photography or filming for commercial or media purposes may not occur in the Library without prior approval and permission of the Library Director. The Library disallows using its facilities as interview venues for unrelated stories, and disallows access to patrons for opinion polls or interviews within its facilities.
5. Groups utilizing the Meeting room reserve the right to limit media photography and filming during their event.
6. Library staff shall terminate any photo or filming session that violates Library policies or appears to compromise public safety, patron confidentiality, or security.

The Library may utilize photos and videos from public programs and events within the Library, on the Library website, Facebook page, other social media, and in Library publications. Photos, images, and videos submitted to the Library by patrons for online galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information.

Any consent granted pursuant to this Policy to permit photography or filming may be revoked at any time upon failure to comply with the terms in this Policy or other rules and regulations of the Library.