



Photography, Filming and Recording Policy February 4, 2019

The terms *photography* and *photos* encompass filming, videotaping, and audio recordings.

All Ridgewood Library visitors consent to the use of their photos if taken at the library, or during library events sponsored elsewhere. Library staff will make an effort to notify members of the public when photography is taking place. Please notify a library staff member if you do *not* want to be photographed, and the library will attempt to follow your wishes. However, because the library is a public space, library visitors can have no legal expectation of complete privacy.

PHOTOGRAPHY BY and ON BEHALF OF THE LIBRARY

The Ridgewood Public Library staff frequently photographs Library services, programs, events and activities for promotional and historical purposes. The Library may also retain the services of professional photographers for these purposes. The Library utilizes these photographs and videos for printed and online publicity, and retains copies in Library files.

The Library will not publish names in conjunction with photos of members of the public, without express written consent by the patron or, in the case of a child, by the child's parents.

VIDEO SURVEILLANCE

In addition, the Library utilizes video surveillance cameras to help provide a safe and secure environment for our patrons and staff, while respecting the individual's right to privacy. Monitoring and recording is consistent with all applicable laws and ordinances.

Separate Video Surveillance Camera Policy is also available.

PHOTOGRAPHY BY VISITORS

Casual amateur photography is permitted in lobby, study and program areas of Library facilities 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 likenesses of other patrons or staff without their permission.

- Photographers must honor the request of anyone who does not wish to be photographed or recorded.
- Taking photographs must not interfere with anyone's enjoyment of the library or use of library resources.
- Minors may not be photographed without the consent of a parent or guardian, other than by library staff or incidentally in group or crowd photos.
- Tripods, stand-alone lighting equipment and other accessories are prohibited without the advance permission of the library's Administration Office.

Library staff members may terminate any photo sessions they determine to be in violation of the above guidelines or inconsistent with public safety. Any person photographing on library premises has sole responsibility for gaining all necessary releases and permissions from persons or guardians of persons who are filmed or photographed. The library is not responsible for obtaining these releases.

PHOTOGRAPHY BY PROGRAM PARTNERS

Ridgewood area organizations that regularly partner with the library on community events may use photos taken during these events in their promotional materials. However, photographing of minors requires the advance permission of a parent or guardian.

PHOTOGRAPHY BY GROUPS RENTING LIBRARY SPACE FOR NONLIBRARY EVENTS

Groups who are meeting in the library facilities may arrange for photography during their event. Photography for such events is restricted to the space reserved by the group, may not take place in other areas of the library and must comply with the library's stipulations regarding commercial photography and recording.

COMMERCIAL PHOTOGRAPHY AND RECORDING

In general, the library does not permit commercial photography in the building. This includes, but is not limited to, using the library as a stage set for portraiture, model photography, engagement or wedding photography, product photography or as a recording location for television or online advertising. Exceptions may be granted to Ridgewood Library cardholders who submit a proposal with specifics of the proposed photo or video shoot, at least 3 days in advance, to the Library Director.

NEWS MEDIA PHOTOGRAPHY AND RECORDING

The library is glad to cooperate with news media photographers and reporters who are doing stories or projects that directly involve the library and its programs. News media should coordinate arrangements with the Administration Office at least 3 days prior to any planned photo shoot and respect the guidelines that apply to all photographers.

USE OF RIDGEWOOD LIBRARY IMAGES

No photographs or video that include images of the Ridgewood Library may be used for any commercial purpose without the Library Director's written consent.