

Somerset Public Library

Picture Taking, Video Recording at the Library



June 20, 2017

The Somerset Public Library exists to serve as a center of informal learning, individual growth and recreation for the citizens of Somerset. The Library expects to make a contribution to the learning process and to aid individuals in the lifelong process of growth and appreciation and understanding of themselves, their neighbors, and the world around them. In addition, the library makes its building available as a setting for appropriate events according to the needs and interests of the community.

Picture Taking, Video recording at the Somerset Public Library

The most significant priority for the Somerset Public Library is to provide library services to the community as described in the library's mission statement. The statements below apply only to the extent that it does not interfere with the provision of library services and is consistent with the library's mission statement and rules.

INDIVIDUAL PHOTOGRAPHY/VIDEOTAPING

Persons photographing, videotaping, or recording on library premises have the responsibility for obtaining the necessary releases and permissions from persons who are to be photographed, videotaped, or recorded. Taking photographs or videotaping of a minor, an individual under the age of 18, requires the permission of the minor's parent or guardian. The library undertakes no responsibility for obtaining these releases.

The press has the right to take pictures in the building, but they have the responsibility for obtaining the necessary releases and permissions from persons who are to be photographed.

The Library staff has the right to ask for identification to confirm that individuals are affiliated with an actual press/media organization.

Somerset SATV and others do record various public meetings held at the Somerset Public Library; this is announced prior to any meeting. Attendance at these public meetings allows SATV or others the right to film or photograph such meetings with applicable permissions.

COMMERCIAL PHOTOGRAPHY/VIDEOTAPING

The library does not permit commercial photography or filming. Any exception requires the express written permission from the Library Director and/or the Board of Library Trustees. Community organizations holding scheduled events or meetings in the library meeting rooms may arrange for their own photography or videotaping/recording of their event. Such photography and videotaping is restricted to the space reserved by the group, and the group is responsible for any necessary releases and permissions.

LIBRARY STAFF PHOTOGRAPHY/VIDEOTAPING

The Somerset Public Library staff often take pictures or shoot videos at library events to use in library publicity materials and on our website. The library reserves the right to document its services and the public's use of the library. Official

representatives of the library may take photographs, videotape, or use other recording devices within the library and at library-related events and activities for library purposes. These photographs and video may be copied, displayed, published (including on any library web presence), and telecast for such purposes as promotion, publicity, and news to inform the public about the library. All such photography/videotaping will be in accordance with library procedures. If individuals do not wish us to use a picture or video of them or their child, they should tell a library staff member prior to the event. This policy extends to photographs and filming by library staff at Friends of the Library events and at library booths and programs at public events in the community.

TERMINATION

Photography, videotaping, or use of other recording devices may not interfere with the provision of library services. Staff will terminate any photography, videotaping, or recording session that appears to compromise public safety or security.

TRUSTEE APPROVAL DATE	DESCRIPTION OF CHANGE
4/28/2017	Reviewed by Trustees and Town Counsel
6/20/2017	Approved by Board of Trustees.