



Pikes Peak Library District Policy for Filming, Photography and Recording

BOARD POLICY

The most significant priority for Pikes Peak Library District (PPLD) is to provide library services to the Pikes Peak community, and the filming and photography described below are allowed only to the extent that they do not interfere with its Mission. PPLD understands that the Library District is within its rights to limit filming and photography within PPLD facilities when such restrictions serve Library purposes. Foremost of these is ensuring the right of PPLD patrons to acquire knowledge and information freely and confidentially without scrutiny, intimidation or distraction by others. Consistent with the policies of other public libraries, PPLD may film, photograph or record Library programs or events for promotional purposes at its discretion.

I. DISTRICT PROCEDURES

- A. Any persons filming, photographing and/or recording on PPLD premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed, photographed or recorded.
- B. PPLD undertakes no responsibility for obtaining these releases.
- C. Authorizations may be required to video, photograph and record at PPLD facilities as described below.

II. NEWS MEDIA PHOTOGRAPHY

- A. PPLD has an open door policy for news media photographers and reporters who are doing stories or projects that directly involve the Library and its programs with advanced authorization from the Community Engagement and Outreach Office (CEOO).
- B. For non-Library District events and meetings, news media photographers and reporters must receive authorization from the presenting group, organization or individual and must notify CEOO that they have received such authorization.
- C. The Library District does not allow the news media to use its facilities as a backdrop for stories or projects that do not relate to the library itself or allow access to library patrons for opinion polls or “man on the street” interviews without prior authorization from CEOO.
- D. Photography of the Library’s materials and resources is permitted with the authorization of the Executive Director or designee.

III. DOCUMENTARY-TYPE PHOTOGRAPHY FOR PUBLICATION OR BROADCAST

- A. PPLD permits photography of its premises and activities when the use of the photographs involves the Library directly, i.e. books, articles, PPLD meetings and events or videos about the Library District itself, the Library District's position in the Pikes Peak region as a tourist or learning destination, or as part of a piece used to describe our community.
- B. Individuals or organizations with a documentary requirement must obtain authorization in advance from the Library District's CEOO prior to commencing any documentary related activities.

IV. COMMERCIAL PHOTOGRAPHY

- A. PPLD does not permit commercial photography on or in its facilities without the written permission of CEOO. This includes, but is not limited to, using Library buildings, grounds or interiors as a stage set for portraiture, model photography, or product photography or filming used to advertise goods or services unrelated to the Library for commercial sale or promotion.
- B. The exception for this policy is the use of Video Services' studio and equipment, when these are checked out in a timely manner. This filming and photography IN STUDIO is covered under the multimedia class curriculum.

V. AMATEUR PHOTOGRAPHY

- A. Casual amateur photography, filming, or recording is permitted in Library facilities for patrons and visitors wanting a remembrance of their visit, provided that other library users or staff are not captured in any such photographs, films, or recordings without their permission.
- B. The use of additional equipment such as lighting is not permitted.
- C. Photography and recording of private and "reservation only" events may only be done with the permission of the organization or individual holding the event. It is the sole responsibility of the photographer to obtain that permission.

VI. MOTION PICTURE INDUSTRY

- A. PPLD will permit the motion picture industry to use its facilities for filming major entertainment projects where a library setting is called for if the project:
 - i. Does not interfere with the mission of PPLD
 - ii. Is in accordance with the rest of this policy
 - iii. Does not advertise or promote commercial products
 - iv. Avoids any relation to political campaigns or to partisan issues.
- B. Motion picture industry related projects require the approval of the Executive Director or designee, with all details coordinated in advance with Library administration, CEOO and PPLD Security.
- C. Filming may take place only during hours when the Library is closed, and all equipment must be removed during the Library's operating hours.

VII. PHOTOGRAPHY FOR GROUPS AND NON-LIBRARY EVENTS IN MEETING AND STUDY FACILITIES

- A. Groups, organizations or individuals holding meetings or events in PPLD's meeting and/or study facilities may arrange for news media or photography, filming or recording during their event.

- B. Photographing, filming or recording at meetings or events requires the permission of the group, organization or individual holding the meeting or event.
- C. Photography, filming or recording at such meetings and events is restricted to the space the organization, group or individual reserved and may not take place in other areas.
- D. The organizer of such meetings or events must make an announcement at the beginning of the meeting or event that they have allowed photography, filming and/or audio recording.
- E. Any event attendee not wanting to be photographed, filmed, and/or recorded will need to speak with the event organizer.
- F. The possibility and allowance or denial of such photography, filming and/or recording is also covered in the reservation process for the specific PPLD facility. PPLD undertakes no responsibility for this decision.

VIII. PPLD STAFF RESPONSIBILITY

- A. Library staff may terminate any photo, filming or recording session that appears to compromise public safety or security or violate this policy.
- B. Library personnel necessary to open, secure or remain on the premises during any event where filming, photographing or recording occurs will need to arrange scheduling through their direct supervisors and CEOO.
- C. PPLD frequently engages in photographing, filming or recording programs and events for its own publicity and promotional purposes.
 - i. PPLD staff will make every effort to notify members of the public when photography, filming or recording are taking place.
 - ii. Members of the public must immediately notify a PPLD staff member if they do not want to participate in photographs or recordings.
- D. PPLD will post this announcement in each meeting and study room.