



Filming, Photography, and Recording Policy

BOARD POLICY

Filming and photography are allowed as described below only to the extent that they do not interfere with the mission of Pikes Peak Library District (PPLD) or delivery of library services.

Public library facilities and grounds are defined as limited public forums subject to reasonable time, place, and manner restrictions. Sidewalks around our libraries are traditional public forums, defined as places held in trust of the public to use for free speech and other activities protected by the First Amendment.

PPLD is within its rights to limit filming and photography on library properties or inside 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-sponsored programs or events 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, if applicable.
- 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.
- D. Failure to obtain these permissions is failure to comply with PPLD's [Code of Conduct Policy](#).

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, which is preferred and can be obtained from the Communications Office.
- B. For non-Library events and meetings, news media photographers and reporters must receive authorization from the presenting group, organization, or individual and must notify the Communications Office 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 the Communications Office.
- D. Photography of the Library’s materials and resources is permitted with the prior authorization of the Chief Librarian and CEO 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, such as:
 - i. Books
 - ii. Articles
 - iii. Library-sponsored meetings and events
 - iv. Videos about PPLD or one of its facilities or services
 - v. PPLD’s position in the Pikes Peak region as a tourist or learning destination, or
 - vi. 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 Communications Office 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 the Communications Office. 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 Studio 21c and equipment with adherence to PPLD’s [Studio Use Policy](#).

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 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. Film Industry

- A. PPLD will permit the use of its facilities for filming-related projects where a library setting is applicable if the project:
 - i. Does not interfere with the mission of PPLD
 - ii. Is in accordance with the rest of this policy, and
 - iii. Avoids any relation to political campaigns or to partisan issues.
- B. Such projects require the approval of the Chief Librarian and CEO or designee, with all details coordinated in advance with Library administration, the Communications Office, 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, unless approved otherwise by the Chief Librarian and CEO or designee.
- D. Fees may apply for using the Library as a set.

VII. Photography for Groups and Non-Library Events in Meeting and Study Rooms

- A. Groups, organizations, or individuals holding meetings or events in PPLD's meeting and/or study rooms 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 hosting the meeting or event.
- C. Photography, filming, or recording at such meetings and events is restricted to the space reserved by the organization, group, or individual and may not take place in other areas.
- D. The event organizer 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 library 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 violates a PPLD 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 the Communications Office.
- C. PPLD frequently engages in photographing, filming, or recording Library 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 takes place.
 - ii. Members of the public must immediately notify a PPLD staff member if they do not want to be photographed, filmed, and/or recorded.
- D. PPLD will post this announcement in each meeting and study room.

Please direct inquiries about this policy to PPLD's [Communications Office](#).

Last approvals by the PPLD Board of Trustees: 7/19/19, 3/14/17