



## Photography & Recording Policy

*Approved: January 27, 2022*

It is the policy of the Board of Directors (the "Board") of the Petoskey District Library (the "Library") to permit video filming, audio recording, and photography under the conditions described herein. However, this policy does prohibit any of the above that interferes with operations, safety, security, programs, and activities of the Library, or is not consistent with the Library's Bylaws and the Michigan Library Privacy Act. Those not following this policy may be asked to stop what they are doing and/or leave the facility.

The Board hereby authorizes video filming, audio recording, and photography in Library facilities as follows:

### **1. Photography or recording by Library staff**

The Library and its representatives reserve the right to document its services and the public's use of the Library by taking photographs and making video or audio recordings of its events and participants for use in promotional materials. The Library may also use photos, images, and videos submitted by other users. To ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian. Attending a library event provides informed consent to being recorded or photographed. Those wishing not to be recorded or photographed should inform the photographer or Library staff.

### **2. Photography or recording by members of the public or media**

Casual amateur photography and recording for personal use is permitted in the Library facilities provided that such recording does not interfere in any way with Library operations or violate the Michigan Library Privacy Act, except as otherwise permitted in paragraph 1 by the Library itself. Photography and recording is not permitted in meeting rooms, staff areas, and bathrooms, unless approved by the Director or Board.

Recordings of Library Board meetings and other library meetings subject to the Open Meetings Act are permissible, to the extent of the law.

In no circumstances may anyone take a photo or record a Library patron without the consent of the patron, or their parent/guardian (if a minor).

Commercial or media photography or recording inside Library facilities requires the permission of the Library Director or designated Supervisor. The Library requires



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printed acknowledgement when photographs/video recordings using the library are used for commercial purposes. For commercial/media requests, please call 231.758.3100 or email [library@petoskeylibrary.org](mailto:library@petoskeylibrary.org).

### 3. Recordings for Groups and Non-Library Events in the Meeting Rooms

Groups arranging meetings in the library's meeting rooms may arrange for photographers or news media during their event. Recording or photography for such events is restricted to the space reserved by the group and may not take place in other areas of the library.

News media wishing to use the Library's facilities as an interview venue for stories or projects that do not relate to the library itself, should contact the Library in advance.

### 4. Request for Permission to Take Photographs or Recordings

Written requests for commercial photography must include the following information:

- Name and description of the organization or individual making the request.
- Project description, including the context and way in which the Library is to be portrayed, and the intended use of the resulting material.
- Date(s) requested.
- Specific time and duration of proposed shoot
- Number of people and the amount and type of equipment involved, including vehicles.
- Potential disruption (sound, light, physical, etc.) of Library activities.
- Specific location(s) request.

Library staff may terminate any photo or video sessions they determine to be in violation of the above guidelines or inconsistent with public safety.