

Policy 4 – Photography and Filming

4.01 GENERAL

- (a) In keeping with the Library's mission to provide library services to the community, please observe the following rules regarding photographing and filming in the Library. The filming and photography described below is allowed only to the extent that it does not interfere with library services or a library patron's use of those services.
- (b) Persons or entities filming or photographing on Library premises or property assume liability for any claims of damages or injury which may arise from violation of Library policies including without limitation claims by themselves or Library patrons.
- (c) If you would like to schedule a time to do photography or filming, see paragraph 4.04(a) below.

4.02 RIGHT TO PROHIBIT OR RESTRICT

The Library reserves the right to prohibit or restrict any photography or filming that its staff deems to be:

- (a) causing an undue disturbance,
- (b) in violation of any Library policy or regulation,
- (c) a potential danger to property or the health, safety, or privacy of patrons or staff, or
- (d) in violation of any local ordinance, or state or federal law.

4.03 AMATEUR PHOTOGRAPHY

- (a) The public areas in the Springville Public Library are part of the public environment and, therefore, casual, noncommercial photography intended to record a visit is permitted, provided that such photography does not interfere in any way with Library operations. Individuals who photograph or film must honor requests from individuals who do not wish to have themselves or their minors included in the photography. Individuals wishing to take photographs or film of publicly available Library buildings and/or inanimate objects for personal use may do so without special permission, as long as no additional equipment such as supplemental lighting is used.
- (b) Please note that any persons filming or photographing on Library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. The Library undertakes no responsibility for obtaining these releases.

4.04 COMMERCIAL PHOTOGRAPHY

- (a) No commercial photography is allowed during the Library's business hours. If you would like to schedule a time to do photography or filming, please call (801) 691-2724 or send an email to librarymeetingrooms@springville.org. We need at least two weeks advance notice.

- (b) Commercial photography includes: family portraits, bridal portraits, any formal business/organization photos, or any photography or filming that requires a significant amount of time.
- (c) Any photography session not an integral part of a Library event or rental event will be charged a fee to partially offset Library staff and operating costs. The fee will be assessed according to schedules available at the time of reserving the session. Any reservation will be subject to a minimum of one hour's charge.

4.05 PHOTOGRAPHY EQUIPMENT

- (a) Please do not use equipment in such manner as to obstruct passageways or cause disturbances to Library users. This includes tripods, stands, monopods, supplemental lighting, reflectors or large camera bags.
- (b) To prevent damage to Library property (including but not limited to windows, art work, computer displays, etc.) from potentially falling equipment, all photographic/video recording equipment (including but not limited to stands or tripods supporting recording equipment, lights, reflectors, microphones, etc.) must not be closer to any such property than the total height of such equipment plus one foot.

4.06 NONPROFIT, ACADEMIC OR RESEARCH PROJECTS

Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the Library.

4.07 NEWS MEDIA PHOTOGRAPHY OR VIDEO

The Library welcomes news media for stories or projects that directly involve the Library and its programs.

4.08 REVISION HISTORY

- (a) Revised and Approved May 13, 2021

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