



## **Photography & Filming Policy**

### **Introduction**

The most significant priority for the Nevins Library is to provide library services to the Methuen community, outlined in the Library's Mission Statement. Photographing and filming in the Nevins Library is allowed only to the extent that it does not interfere with the provision of library services, is consistent with the Library's Mission Statement and Rules of Conduct, and does not infringe on the privacy rights of the Library's patrons and staff.

Please note that the Nevins Library engages in photographing and videoing programs and events and reserves the right to utilize them for its own publicity and promotional purposes online and in print. Attendees and/or participants consent to having their photograph taken and used for such purposes. As a courtesy, library staff will notify members of the public when photography and video recording is taking place, and any patrons and/or their child(ren) who do not want to be photographed or recorded will be respected.

The news media and members of the public are welcome to take photographs in and around the library. The responsibility for obtaining releases for news photos lies with the media outlet. The Nevins Library staff may terminate any photo session that appears to impede library operations, compromise public safety, building security, patron privacy, or is inconsistent with the Library's Mission Statement and/or Rules of Conduct /Behavior.

### **Casual Filming and Photography**

The Library allows visitors and patrons to engage in casual filming and photography while present in the Library and visiting its outdoor spaces. Library facilities and grounds are public spaces and the Library is not responsible for incidental filming or photography of visitors and patrons of the Library.

Caregivers visiting the library may take pictures of their children to record special moments. As a courtesy, please be respectful of other children, and announce to the caregivers that you are going to take some pictures. Please allow time for those who do not wish to be in the photo to move. Please be respectful of other children and do not take their picture without asking their caregiver for permission. Only handheld cameras and cell phones may be used to photograph or take videos. Because of safety and liability concerns, the use of additional equipment such as tripods, lights, and backdrops is not permitted without prior permission.

Patrons are asked to request permission from the Library Director or the librarian-in-charge prior to conducting professional style photo or video sessions of the interior of the building to screen for building safety or security issues. This includes amateur photography using tripods, lights, and backdrops.

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Recognizing the historic significance and architectural style of the Nevins Library, photographing or filming the exterior of the library building for your personal use does not require permission. While engaged in photographing or filming, care must be taken not to impede the ingress or egress of visitors or staff to or from the library building, its outdoor spaces, and parking areas. Photographs, sound music and videos can only be used for non-commercial purposes. Changes to library facilities or furnishings (furniture, artwork, lighting fixtures, shelving, etc.) is strictly prohibited.

### **Photographic Releases**

Photographers filming or photographing on library premises have sole responsibility for gaining all necessary releases and permissions from persons who can be identified in any photography or film. The Library undertakes no responsibility for obtaining these releases.

### **Movie and Music Industry**

The Library may permit use of its facilities by the movie or music industry for film projects where a library setting is required. Projects utilizing the stage, must be in accordance with the rest of this policy, as well as our meeting room policy, and cannot advertise or promote commercial products. Filming may not be related to political campaigns or to partisan issues.

All requests must be submitted to the Library Director at least four weeks prior to the requested shooting date. The production company shall compensate the Library for staffing expenses necessary to open, secure, and monitor the Library premises during a shoot. The Library reserves the right to review scripts prior to approval of the filming, music recording or photography event and retains the absolute right to refuse permission to movie, music and photography project proposals.

### **Photography for Groups and Non-Library Events Using Meeting Rooms at the Library**

Groups arranging meetings using the Library meeting rooms may arrange for photographers and news media during their event. Photography for such events is restricted to the meeting room space reserved by the group and may not take place in other areas of the Library.

### **Library Liability for Injuries**

Permission from the Library to conduct a photograph/film/recording event does not mean the Library assumes any liability. The person or group responsible for the photograph/film/recording event, assumes any and all liabilities, damages, losses or injuries that participants may sustain to their person or property which arise out of or are related to the photography/filming/music activities.

### **Weddings, Anniversaries and Other Celebratory Events**

Please keep in mind that the primary function of the Nevins Library is to provide informational and literary material to the residents of Methuen. To avoid service disruptions, we limit indoor photographs or films of wedding, anniversary, prom and special recognition parties to the bride and groom, married couple, prom couple or the person being honored, and the photographer. Photographs and videos of the entire wedding, anniversary or prom party are only allowed outside on library grounds. While engaged in outdoor photography or films, care must be taken not to impede visitors or staff movements going into or exiting from the library building, its outdoor spaces, and parking areas. Please notify the Library Director 48 hours prior to your planned session. Please be aware that the Nevins Library does not allow alcohol on the premises.

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