



AMHERST PUBLIC LIBRARY

Photography and Filming Policy

Filming and Photography Guidelines

The Amherst Public Libraries, herein referred to as “Library”, provides library services to the Town of Amherst community. While the Library is a public place, it is considered a “limited public forum” under federal law. Public libraries may reasonably restrict the exercise of free speech rights in their buildings, particularly when the conduct would be disruptive to, or interfere with, other customers or staff or be inconsistent with a library’s mission. Consequently, it is the policy of the Library to permit filming, audio recording and photography (collectively, “Photography and Filming”) under the conditions described below only to the extent such activity does not interfere with the operations, programs and activities of the Library, and is consistent with the Library’s Mission Statement and Rules of Conduct. Any consent granted pursuant to this Policy to permit Photography and Filming may be revoked at any time upon failure to comply with terms of the Policy or other rules and regulations of the Library.

News Media Photography and Filming

Advance authorization for such Photography and Filming must be obtained from the Director of the Library or their designee. Media outlets conducting Photography and Filming activities on Library premises have sole responsibility for gaining all necessary releases and permissions from persons who are recorded or photographed. The Library undertakes no responsibility in obtaining those releases or any other releases or permissions that might be necessary from other third parties who might have rights in the materials captured in the Photography and Filming.

News media may use Library facilities for stories or projects directly related to the Library or when the Library is used as a resource to support a story or project; however, research Photography and Filming of the Library's materials and resources are permitted within certain limitations (see "Research Photography and Filming" section below). Using Library facilities as interview venues for unrelated stories, opinion polls or “man on the street” interviews within its facilities is not permitted.

Documentary-Type Photography and Filming for Publication or Broadcast

The Library permits Photography and Filming of its premises and activities when the use of the materials produced involves the Library directly, i.e., books, articles, or videos about the Library, the Library’s position in Erie County as a tourist or learning destination, or as part of a

piece used to describe our county's environs. Advance authorization must be obtained from the Director of the Amherst Public Library. Furthermore, the party conducting the Photography and Filming for documentary purposes has the sole responsibility for obtaining all necessary releases and permissions from any third parties that have rights in the materials captured in the Photography and Filming. The Library undertakes no responsibility for obtaining those releases or permissions.

Commercial Photography

The Library does not permit commercial Photography and Filming on or in its facilities. This includes, but is not limited to, using Library buildings, grounds or interiors as a stage set for portraiture, model photography, product photography, or photography or filming used to advertise goods or services unrelated to the Amherst Public Library for commercial sale or promotion.

Research Photography and Filming

The Library permits research Photography and Filming of its materials and resources within certain limitations. Advance authorization must be obtained from the Director of the Amherst Public Library. Researchers and journalists are responsible for obtaining all necessary releases and permissions from any third parties that have rights in the materials captured in the Photography and Filming of Library materials. The Library undertakes no responsibility for obtaining those releases or permissions.

Amateur Photography

Casual amateur Photography and Filming for personal use of the materials produced is permitted in the Library, provided that such activity does not interfere in any way with Library operations or capture any identifiable likenesses of individuals without their express written permission. Any person conducting amateur Photography and Filming activity for personal use is responsible for arranging all necessary releases and permissions from persons who are filmed or photographed, or their parent/guardian, if a minor. Additionally, a permission slip must be obtained from the Director of the Amherst Public Library or designee prior to taking photos, videotaping, or making audio recordings. The name and contact information of the photographer/videographer/recorder will be kept on file with the Amherst Public Library.

Permission for Photography and Filming is limited to the Library buildings and/or inanimate objects for personal use. Photography or Filming of materials in Amherst Public Library collections*, Photography or Filming of other patrons without their express written permission or the use of additional equipment such as lighting is not permitted. *Permission to photograph or videotape individual book pages, maps and other items in the Library collection for artistic or educational purposes may be granted. In some cases, this may involve a fee.

Entertainment Industry

The Amherst Public Library will permit use of its facilities by the movie, television or music industry for filming major entertainment projects where a Library setting is called for, if the

project is in accordance with the rest of these guidelines. Such Photography and Filming cannot create a link between the Library and political campaigns, religious affiliation or partisan issues. Projects such as these must be approved in advance through the Amherst Public Library Director and Board of Trustees and are subject to legal review, with logistics planned in advance with the Library. Photography and Filming done outside of the Library's normal operating hours and involving Library personnel such as are necessary to open, secure, and remain on the premises during a shoot must be paid at overtime rates by the production company.

Photography and Filming for Groups and/or Non-Library Events in the Library Meeting Rooms

Groups arranging meetings in the Amherst Public Library meeting facilities may arrange for photographers and news media during the event. Photography and Filming for such events is restricted to the space reserved by the group and may not take place in other areas of the Library. Advance authorization must be obtained from the Library Director. Groups arranging for Photography and Filming of their events on Library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed recorded or photographed. The Library undertakes no responsibility in obtaining these those releases or any other releases or permissions that might be necessary from other third parties who might have rights in the materials captured in the Photography and Filming

Photography and Filming by Library staff for internal and promotional purposes

Library staff has the right to photograph, film, and record library events and customers for promotional use. Visitors to the library, or participants in any library event being captured on film or by photograph, will be advised in advance, verbally or through signage, that their participation in the event acts as consent to being photographed, filmed or recorded, unless they otherwise clearly indicate to the contrary to Library staff. To ensure the privacy of all individuals, their images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian. Such approvals will be kept on file at the Library.

Approved by the Amherst Public Library Board of Trustees: April 29, 2024

Amherst Public Library (APL)
Amateur Filming & Photography Guidelines

I understand that casual amateur photography and videotaping is permitted in the Library provided I follow the following guidelines:

1. I certify that I have read the APL Photography & Filming policy and have received permission from the APL Director (or designee) prior to taking photos. My name and contact information will be on file with the APL Director.

2. I understand that photos/videos are limited to the Library buildings and/or inanimate objects for personal use. I also understand that photography of materials in B&ECPL collections*, taking photos of other patrons or the use of additional equipment such as lighting is not permitted.

*Permission to photograph individual book pages, maps and other items in the Library collection for artistic or educational purposes may be granted. In some cases, this may involve a fee.

Print Name: _____

Phone # _____ Signature: _____

Date: _____ Approved by: _____