



## **Boston Free Library**

### **Filming and Photography Guidelines And Permission Form for Photography:**

This information governs the Boston Free Library's policy on Photography and Recording on Library Premises.

**Photography and Recording by the Library:** The Boston Free Library staff must have the consent of each individual photographed. Photo Release Forms will be kept on file at the Library. Group shots without identifying characteristics are exempt from consent forms.

**Photography and Recording by the Public:** Photography and video or audio recording by visitors to the Library are generally permitted if it is strictly for personal use. Permission must first be obtained from the Library Director (or designee) prior to taking photos. The Permission form is at the end of this document. The name and contact information of the photographer will be kept on file at the Library. Photos/videos are limited to the Library building and/or inanimate objects for personal use. Taking photos/videos of other patrons or staff without their permission is not permitted.

**News Media Photography:** The Library allows news media, photographers and reporters who are doing stories or projects that directly involve the Library and its programs. Advance authorization for such photography is necessary and may be obtained from the Library Director at 716-941-3516. Media outlets filming or photographing on Library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. Media are subject to the Rules of Conduct and may not disturb the normal operations of the Library.

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

While the Library is a public space, the Boston Free Library is an Association Library, and as such is considered a private, non-governmental entity. Employees of an Association Library are not generally considered public employees.

Under no circumstances may the public or members of the media take photographs or record video or audio without the express permission of any Library patron or staff member who would be included within the composition. In the case of minors, permission must come from the parent or legal guardian.

Contact info: 716-941-3516, [bos@buffalolib.org](mailto:bos@buffalolib.org)

## Permission form for Photographer

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

1. I certify that I have read the "Filming & Photography Guidelines" policy and have received permission from the Library Director (or designee) prior to taking photos. My name and contact information will be on file with the Library.
2. I understand that photos/videos are limited to the Library building and/or inanimate objects for personal use. I also understand that taking photos of other patrons and staff without their permission is not permitted.

Print Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_

Library Staff Approval by: \_\_\_\_\_

*Original signed form to be retained by the Library.*

*Provide a copy to the photography. The signed form is valid for the day(s) listed above.*