

Filming and Photography Guidelines & Approval Form

The Aurora Town Public Library (ATPL) provides library services to the community. Fulfilling the Library's mission is the first priority of the ATPL, herein referred to as "Library", and the filming and photography described below is permitted so long as it is consistent with the Library's Mission Statement and Rules of Conduct.

Filming & Photography

Filming and photography is permitted in the Library. A permission slip (Filming & Photography Guidelines Form) must be obtained from the Library Director's Office or the Librarian-in-Charge prior to taking photos. The name and contact information of the photographer will be kept on file at the Library.

Photos/videos are limited to the Library buildings and/or inanimate objects for personal use. Photography of materials in ATPL collections*, taking photos of other patrons and 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.

Commercial Photography

The ATPL does not permit commercial photography 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 ATPL for commercial sale or promotion.

Documentary-Type Photography for Publication or Broadcast

The ATPL permits photography of its premises and activities when the use of the photographs 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 Library Director's Office by calling 652-4440.

Groups and / or Non-Library Events in the Community Room

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

Library Staff for Internal and Promotional Purposes

ATPL staff must have the consent of each individual photographed with a signed Photo Release Form. Permission forms will be kept on file.



AURORA TOWN PUBLIC LIBRARY

Movie Industry

ATPL will permit use of its facilities by the movie 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. 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 Director's Office at 652-4440 and are subject to legal review, with logistics planned in advance with the Library. 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.

News Media Photography

ATPL has an open door policy for news media photographers and reporters who are doing stories or projects that directly involve the Library and its programs. Advance authorization for such photography must be obtained from the Library Director's Office by calling 652-4440.

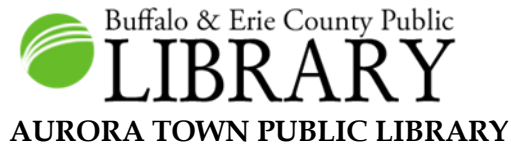
Media outlets filming or photographing on Library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. The Library undertakes no responsibility in obtaining these releases.

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 of the Library's materials and resources are permitted within certain limitations (see "Research Photography" 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.

Research Photography

The ATPL permits research photography of its materials and resources within certain limitations. Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the Library. Advance authorization for such photography may be obtained from the Library Director's Office by calling 652-4440.



Filming and Photography Approval Form

I understand that filming and photography is permitted in the Library provided I follow the following guidelines:

1. I certify that I have read the two page guideline policy and have received permission from the Director's Office or Librarian-in-Charge prior to taking photos. My name and contact information is on file.
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 ATPL collections*, taking photos of other patrons or the use of additional equipment such as lighting is not allow, except as permitted by the Library's policies. *Permission to photograph individual book pages, maps and other items in the Library collection for artistic or educational purposes may be granted.

Print Name: _____

Phone #: _____ Signature: _____

Date: _____ Approved by: _____

Adopted by the Aurora Town Public Library Board on March 29, 2022.