



ORCHARD PARK PUBLIC LIBRARY

S-4570 S. Buffalo Street
Orchard Park, New York, 14127-2989

Photography and Filming Policy & Approval Form

Filming and Photography Guidelines

The Orchard Park Public Library System, herein referred to as "Library", provides library services to the Town of Orchard Park 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

The Orchard Park Public Library 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 and Filming must be obtained from the Director of the Library at 716-662-9851. 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 Orchard Park Public 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 Orchard Park Public Library at 716-662-9851. 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 Orchard Park Public 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 Orchard Park Public Library for commercial sale or promotion.

Research Photography and Filming

The Orchard Park Public Library permits research Photography and Filming of its materials and resources within certain limitations. Advance authorization must be obtained from the Director of the Orchard Park Public Library at 716-662-9851. 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 Orchard Park 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 Orchard Park 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 Orchard Park 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.

Movie Industry

The Orchard Park Public Library 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. 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 Orchard Park 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 Orchard Park 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 Director of the Orchard Park Public Library at 716-662-9851. 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.

Contact info; 716-662-9851, opk@buffalolib.org

Approved, March 15, 2022