

LARCHMONT PUBLIC LIBRARY

PHOTOGRAPHY AND VIDEO OR AUDIO RECORDING POLICY

The purpose of this policy is to establish the terms and conditions under which Library space may be used for photography and video or audio recording.

The Larchmont Public Library's (the "Library") first priority is to fulfill its mission of meeting the educational, informational and recreational needs of the citizens of the community. Any photography/recording may not interfere with the provision of library services, or with the provision of an atmosphere conducive to fulfilling such services. Any photography/recording must also be consistent with the Library's Mission Statement and Code of Conduct and must not be disruptive to library users or staff.

I. PHOTOGRAPHY OR VIDEO/AUDIO RECORDING BY THE LIBRARY

The Larchmont Public Library staff and its official representatives have the right to photograph, film, and record within the library and at library-related events and activities for library purposes. These photographs and videos may be copied, displayed, published (including on the library's website or other social media outlets), and telecast for such purposes as promotion, publicity, and news to inform the public about the library.

All library users consent to such photography and video/audio recording and its use as described above unless they specifically inform staff of an objection to such use.

II. PHOTOGRAPHY OR VIDEO/AUDIO RECORDING BY MEMBERS OF THE PUBLIC OR THE MEDIA

For purposes of this policy, photography/recording is separated into two categories:

- Non-commercial (Private Use)
- Commercial

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

Specific guidelines are provided below for non-commercial (private use) and commercial use.

A. Non-commercial (Private Use) Photography and Video or Audio Recording

Non-commercial photography/recording (such as a visiting Library user who wants to record a visit or capture the building's architecture, gardens, or book collections/displays) is generally allowed without prior written permission. Use of equipment, such as tripods, requires permission from the Library Director. The Library reserves the right to terminate any photography if it results in disruption of the ordinary Library environment or operations.

No fees will be charged for non-commercial photography/filming.

B. Commercial Photography and Video or Audio Recording

The definition of commercial filming/photography is that used by the Village of Larchmont's regulations on "Filming" in §157-1:

Definition of "Filming" for commercial purposes: "The taking of still or motion pictures, either on film or videotape or similar recording medium, for commercial or educational purposes, intended for viewing on television, in theaters, on the internet (via personal computer, tablet, cellular telephone, or other electronic device equipped for viewing video footage), or for institutional uses."

All photography/recording that is for commercial purposes, **including student films**, requires the written approval of the Library's Board of Trustees and the Library Director in advance AND must comply with the Village of Larchmont regulations concerning "Filming." See <https://ecode360.com/7080312>.

Request for Permission to Take Photographs or Record

To allow for sufficient approval time from the Library and the Village of Larchmont, commercial photography/recording requests must be made to the Library Director at least ten business days in advance.

Requests to the Library Director must include the following information:

- Name and description of the organization or individual making the request.
- Project description, including the context and way in which the Library is to be portrayed and the intended use of the resulting material.
- Date(s) requested.
- Time and duration of proposed shoot, including specific times being requested.
- Number of people and amount and type of equipment involved, including vehicles.

- Potential disruption (sound, light, physical, etc.) of Library activities.
- Specific location(s) request.
- Proof of adequate insurance coverage and a signed indemnification agreement

Village of Larchmont Approval Required for “Filming”

Any commercial filming must meet the Village of Larchmont regulations. The Village of Larchmont requires a permit for any filming on public or private property in the Village of Larchmont per §157-2. The regulations include a description of the process for obtaining a permit, fees, the requirement for a security deposit, time limitation, and clean-up requirements. Please see the full set of regulations for details: <https://ecode360.com/7080312>.

It is the responsibility of the individual/organization to obtain a permit from the Village of Larchmont before filming begins. Please note that media is exempt from the Village of Larchmont’s “Filming” regulations.

Restrictions

- Filming may not endanger the facilities or interfere with library services.
- The Library Trustees reserve the right to review the script pages and storyboard.
- Specific filming hours must be approved in advance by the Library Director.

Fees

- Fees will be set on a project by project basis.
- Fees will be determined based on scope/scale of the project, including but not restricted to considerations of the length of time, hours, and facilities required, and size of the film crew.
- If Library personnel are required to be on site, fees will include compensation for the necessary personnel; overtime may be required if filming is done outside of business hours.

Contract

Depending on the scope of the project a contract may be required by the Board of Trustees delineating the responsibilities of each party, and the fees.

Other

- Note that it is the responsibility of any persons filming or photographing on library premises to obtain the necessary releases and permission from persons who are filmed or photographed. The Library has no responsibility for obtaining these releases.
- The Library Director may terminate any session that appears to compromise public safety or security of people, facilities, or collections.

Approved by the Library Board of Trustees, July 14, 2021.

Amended by the Library Board of Trustees, June 14, 2023.