

# Kaukauna Public Library Photography and Film Policy

As public buildings library facilities are subject to similar rules associated with a sidewalk or a public park, meaning that there are few restrictions that can be placed on a photographer when they wish to take photos or video in open, public areas of a facility. That being said, library staff members have the right to impose certain time, place, or manner restrictions for safety reasons and for continuous library operations. Library staff may terminate any photo session that violates Library policies or appears to compromise public safety, confidentiality, security, or is done with the intent of harassing other library users or staff. The Kaukauna Public Library only allows photo or video sessions during operating hours; the library will not open specifically for this purpose unless authorized by Library Administration for a specific purpose, which would be to enhance the image of the library. Photography in the David & Rita Nelson Family Interactive Learning Garden falls under the same rules as listed below as property of the Kaukauna Public Library.

Filming and photography is allowed as described below only to the extent that it does not interfere with the delivery of library services and is consistent with the Library's mission. Photographers/videographers are asked to be respectful of other library users and to observe the following:

- Follow the Library's Appropriate Use Policy
- Refrain from disturbing other library users (examples: using tripods or flash photography).
- Do not ask library users to relocate or stop library use for the benefit of photo/video.
- The use of photographic equipment – such as tripods or lighting – is not permitted because of safety, liability and other issues, unless previously authorized by Library Administration.
- Taking photos/video of specific, copyrighted (or otherwise protected) materials for the purpose of redistribution is not permitted.
- Taking photos, video, or audio of any other person in restrooms is not permitted.
- Taking photos/video, or audio of any other person in staff-only areas is not permitted.
- Members of the media are asked to notify the library's administrative staff prior to or upon entering the library to alert staff of the intent to photograph or video inside the library. When possible, staff in the facility will be notified in advance to avoid potential interruption of library services and operations.

Persons 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 for obtaining these releases.

Please note that Kaukauna Public Library staff may photograph and record programs and events for library publicity and promotional purposes. Patrons who do not wish to be photographed or recorded will be respected, but must tell a staff member or presenter that they do not wish to be photographed or recorded at the time of the event.