

## **FILMING AND PHOTOGRAPHY POLICY**

The Caldwell Public Library is a public agency and patrons have the right to film or take photos in Library spaces that are open to the public. This right is not absolute, however. People who film or take photos in the Library spaces must follow the Library Rules of Conduct Policy.

Filming will not be allowed if conducted a manner that:

- Violates patron privacy;
- Disturbs Library operations; or
- Clearly violates the Library's Rules of Conduct, such as by shouting, using profanity or derogatory language; harassing, intimidating or threatening patrons or staff; disturbing or interfering with staff member's ability to assist patrons or conduct their work; or otherwise acting in a manner that is reasonably seen as hostile, offensive or abusive.

Generally, members of the public are prohibited from engaging in filming or photography on Library property in areas reserved for staff and other areas that are not open to the public. The Caldwell Public Library is not responsible for the incidental filming or photography of patrons and other visitors while they are in areas of the Library designated open to the public.

Library staff are authorized to prohibit and terminate any filming or photography that is in violation of the Library's Rules of Conduct, including filming or photography that appears to interfere with the use or operations of the Library, that may compromise public safety or security, or that may compromise a patron's right to privacy.

The Library may take photos and/or videos of the building (interior and exterior), programs, activities, and any participants, or patrons. Occasionally photographs and audio/video recordings are used for library promotion to illustrate the scope of library services and the benefits of library use. Any person who does not want to be photographed or recorded should inform the photographer.

## **MEDIA RELATIONS**

Questions from the news media will be referred to the library director, the Library Board of Trustees chairperson, or the library director's designee. If library contact persons are not available, library staff will inform the library contact person that a request has been made and a response will be given at the earliest opportunity.