

ACCESS AND USE OF FACILITIES

03.05.08 Photography and Filming Policy

Public library facilities and grounds are defined as limited public forums, subject to reasonable time, place and manner restrictions. Members of the general public are permitted to take photos or film for personal, non-commercial use in open, public areas of the Library to the extent that they do not interfere with the mission of the Pueblo City-County Library District (PCCLD), do not impede the delivery of library services, and do not infringe on the privacy rights of the Library's patron's and staff in conformance with C.R.S. §24-90-119. All parties involved in filming and photography are expected to follow the Customer Code of Conduct.

Library staff reserve the right to ask any individual or group to cease taking photos or filming when it appears to compromise public or staff safety, security or interfere with library operations. Photographers and videographers are asked to be respectful and refrain from disturbing other library users and staff, and they have sole responsibility for gaining all necessary releases and permissions from persons who are photographed or filmed in accordance with the Customer Code of Conduct. PCCLD undertakes no responsibility for obtaining these releases.

PCCLD may limit filming and photography on library property to ensure the right of patrons to acquire information freely and confidentiality without scrutiny, intimidation, or distraction by others. To protect the privacy of patrons and staff, photography and filming are restricted or prohibited in certain locations including, but not limited to restrooms, parental/caregiver support areas, locations housing artifacts or archival materials and areas reserved for staff use only.

03.05.08 P1 Photography and Filming Procedures

1) Amateur Photography and Filming

- a. Casual amateur photography or filming is permitted at PCCLD libraries provided that other library users are not captured without their permission.
- b. The use of additional equipment such as lighting or tripods is prohibited without prior authorization by the Executive Director, the Associate Director of Public Services or their designee.
- c. Photography and recording of private events may only be done with the permission of event hosts.

2) News Media Photography and Filming

- a. PCCLD requests that news media notify the Executive Director of Library Foundation and Strategic Initiatives or their designee prior to photographing or filming inside PCCLD libraries.
- b. News media reporters covering non-library events and meetings must receive authorization from the presenting group, organization or individual and must notify the Community Relations Office that this authorization has been received.

3) Documentary-type Photography for Publication or Broadcast

- a. PCCLD permits photography of its premises when the use of the photographs involves the Library directly to include, but not limited to: books, articles, library-sponsored meetings and events, videos about PCCLD or publications to support tourism.
- b. Individuals photographing or filming for documentary purposes must seek prior authorization from the Executive Director, the Associate Director of Public Services or their designee.

4) Commercial Photography

- a. Permission to conduct professional photography or filming must be obtained from the Executive Director, the Associate Director of Public Services or their designee. This includes but is not limited to model photography, portraiture, senior pictures or advertising goods/services unrelated to the Library for commercial sale or promotion.

5) Film Industry Use of Library Property

- a. Use of PCCLD facilities is permitted if the project does not interfere with the mission or operations of the library and avoids any relation to political campaigns, religious, ethnic or partisan issues. Filming on PCCLD property does not connote Library endorsement of the film or its message.

- b. Such projects require the approval of the Executive Director, the Associate Director of Public Services or their designee, with all details coordinated in advance with Library Administration and Security.
- c. Filming must take place during hours when the library is closed and equipment must be removed during operating hours unless approved otherwise by the Executive Director, the Associate Director of Public Services or their designee.

6) Photography and Filming During Library Programs or Events

- a. Staff may document any activity on behalf of the Library through photography and filming. A notice will be posted in each meeting room/event space notifying adult attendees that photography or filming may occur and participants consent to being photographed or filmed for promotional purposes unless staff is notified otherwise. At the beginning library sponsored events a staff member must also verbally make this announcement. It is the responsibility of attendees to notify staff if they do not give consent to be photographed or filmed. Written permission is not required for staff to take photos or videos of crowds during library sponsored events. If photographing or filming one adult or small group of adults (5 or less), staff must first get verbal consent.
- b. PCCLD reserves the right to use photographs or film recordings taken at any branch library for Library purposes, including digital or print marketing, as well as any other communication format related to the support of PCCLD's services and mission.
- c. A signed waiver must be obtained from a parent/guardian granting permission for staff to photograph or film minors whose faces are identifiable while visiting the library and/or participating in a library program or event.

7) Photography and Filming for Groups and Non-Library Events in Meeting Rooms

- a. Groups, organizations or individuals holding meetings or events in PCCLD's meeting rooms may arrange for news media, photography or filming during their event.
- b. Photography and filming during such events requires the permission of the event host and are restricted to the space reserved for the meeting or event.
- c. The event host must make an announcement at the beginning of the meeting or event that they have allowed photography and filming.
- d. It is the responsibility of event attendees not wanting to be photographed or filmed to notify the event organizer.