

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 Springfield Public Library and History Museum's (the "Library") first priority is to fulfill its mission of meeting the personal enrichment, enjoyment, and lifelong learning needs 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 Springfield 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

### **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 a feature of the library such as book collections/displays) is generally allowed without prior written permission. Use of equipment, such as tripods, requires permission from the Library Director or designee. The Library reserves the right to terminate any photography if it results in disruption of the ordinary Library environment or operations.

### **B. Commercial Photography and Video or Audio Recording**

#### **Commercial: Request for Permission to Take Photographs or Record**

To allow for sufficient approval time from the Library and the City of Springfield, 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

- Type of photography – video or still

## **Restrictions**

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

## **Contract**

Depending on the scope of the project a contract may be required by the City of Springfield 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 or designee may terminate any session that appears to compromise public safety or security of people, facilities, or collections or project is disruptive to library/museum services