



Newburyport Public Library Video, Audio and Photography Recording Policy

The Newburyport Public Library (NPL) strives to maintain a safe and welcoming environment for all visitors.

The purpose of this policy is to establish guidelines for photography, audio and/or video recordings by staff and/or visitors to the NPL.

“Photography, audio and/or video recordings” is defined as the making of images and/or sound using any type of equipment capable of recording an image or sound (including but not limited to cell phone cameras, still cameras, video cameras, and movie cameras).

Visitor Guidelines

Casual, amateur photography of public areas for patrons and visitors wanting a remembrance of their visit is welcomed as long as it does not interfere with library operations, staff or patrons.

Permitted:

1. Photographs, video or audio recordings in public areas inside or outside of the building. Express permission must be granted by the Head Librarian for other spaces.
2. Visitors are welcome to take personal photographs of the building exterior for non-commercial use at any time, provided said activity does not impede building access.
3. Non-commercial photography may be permitted on a case-by-case basis for archival materials or artifacts.
4. Nonprofit, academic or research projects: Advance authorization is required from the Head Librarian in order to avoid disruption to library operations.
5. News media photography or video: The library welcomes news media for stories or projects that directly involve the library and its programs. Advance notice or approval for such projects must be obtained from the Head Librarian or Assistant Head Librarian.

Not permitted:

1. Moving or changing library furnishings or lights and fixtures.
2. Photographs and video that may reveal the nature of an individual's intellectual pursuits or items borrowed.

3. Flash or equipment that obstructs passageways or causes disturbances to library users.
4. Photographs, video or audio recordings of copyrighted materials on display without permission from copyright owner.
5. Commercial photography: Use of library interiors for advertisements, or for any photographs, video or audio recordings which will be used for commercial purposes without express written consent by the Head Librarian and Board of Directors.
6. Photography and video of individuals under age 18 without express consent by a legal guardian, who must be present and willing to sign a photography release form (see Appendix A) to be shared with the Head Librarian.

Photography for Groups and Non-Library Events Using Meeting Rooms at the Library

Groups arranging meetings using the library meeting rooms may arrange for photographers, audio recordings, and video during their event. Photographs, audio recordings and/or video recording can be performed by individuals affiliated with the group, library staff, and/or the news media. Photographing, filming, or recording at meetings or events requires the permission of the group, organization, or individual hosting the meeting or event. Photography for such events is restricted to the meeting room space reserved by the group and may not take place in other areas of the library. The event organizer must make an announcement at the beginning of the meeting or event that they have allowed photography, filming, and/or audio recording. Any event attendee not wanting to be photographed, filmed, and/or recorded will need to speak directly with the event organizer, as such meeting instances do not involve library staff or equate to endorsement of presenter policies and practices by the Newburyport Public Library.

Recording of Open Meetings

Library board meetings are open to the public per Massachusetts State General Laws. Video and/or audio recording of an open session of a meeting of this public body is permitted after notifying the Head Librarian, who will notify the Library board, per Massachusetts General Law, Chapter 30A, Section 20f. After notifying the Head Librarian, any person may make a video or audio recording of an open session of a Library board meeting, but setup and operation of equipment must not interfere with the conduct of the meeting. . At the beginning of the meeting, the Head librarian must inform other attendees of any recordings.

Staff and Presenter Guidelines

The NPL library staff may engage in photographing and recording programs and events for its own publicity and promotional purposes. This may include but is not limited to, video recordings of live and virtual/online presentations, print or digital imagery, and audio recordings. This policy extends to photographs and filming by

library staff at programs and at public events in the community, including but not exclusive of library community outreach events, city events, and other offsite partnerships and programs. Recordings and images may be utilized by the library in print and digital distribution for promotional purposes through in-house and community-distributed posters, social media channels, the library website, newsletters, local print, radio, or video media.

Paid or unpaid library presenters reserve the right to deny recording or photography by library staff or the public. Presenters may record and distribute photography, video, or audio recordings via their own promotional channels with the permission of the Head Librarian, provided it does not interfere with the privacy of individuals attending programs or violate any portion of this policy or other library guidelines.

Library staff will make every effort to notify members of the public when filming and audio recording is taking place, whether by library staff, presenters, and/or news media, and will provide a way to attend the program without being filmed. Patrons should notify a staff member if they do not want to be photographed or recorded. No names will be used in conjunction with photos or video without express written consent.

Right to Terminate

The library reserves the right to terminate or restrict any photography or filming that causes an undue disturbance, violates library policy or regulation, endangers the health or safety of patrons or staff or violates any local ordinance, or state or federal law.

NPL: approved by NPL Board of Directors, May 17, 2023

Appendix A: Photography Release Form



I understand that the Newburyport Public Library is seeking photographs/videos for publications, website, social media and dissemination to the press to assist in informing the general public about programs and services provided by the Newburyport Public Library.

I authorize and consent to being photographed and/or videoed, and to the display, reproduction, alteration or other use of any photographs, video, or audio of me, or in which I may be included with others, in connection with the Newburyport Public Library publications, website, social media and press contacts.

To the extent that I have any rights, title, or interests in the photographs, video, or audio content, I assign such rights, title and interests to the Newburyport Public Library.

In giving this permission, without fee or limitation whatsoever, and in consideration of the opportunity to participate in the publications, website, or dissemination of press material, I agree to release, discharge, and hold harmless the Newburyport Public Library, and their employees, from any and all claims, actions and demands or whatsoever nature, including but not limited to any claims of libel, or invasion of privacy, arising out of or in connection with the use of my photography, audio, or video recordings. This signed form will be kept on file at the Newburyport Public Library, 94 State Street, Newburyport MA.

NAME (PRINT)

SIGNATURE

DATE

STREET ADDRESS

CITY

STATE

If individual is under age 18:

LEGAL GUARDIAN NAME (PRINT)

LEGAL GUARDIAN SIGNATURE

DATE