

## Photography & Filming Policy

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**Library Mission:** The mission of Manitowoc Public Library (MPL) is to promote a culture of reading and to provide access to information. Through services, we strive to foster an environment that meets the educational, recreational and cultural needs of the community.

**Purpose:** Manitowoc Public Library (MPL), as part of the public environment, shall permit the use of photographic, digital imaging and film equipment so long as such use does not interfere with the public's right to enjoyment of the library for its intended purpose or violate the privacy rights of any patron within the library building. Photography or filming designed to record a visit, activity or otherwise implement the library setting as a background is permissible, provided that such activity avoids capturing identifiable likenesses of individuals without permission. All individuals photographing or filming on library premises are asked to honor requests of individuals not to be included in photos or film. Photos of minors are prohibited without the explicit permission of the parent or legal guardian of the child.

### Commercial Photography or Film

The library does not permit commercial photography or filming on or within its facilities without prior written permission of the Library Executive Director. Such photography or film includes, but is not limited to, using library buildings, grounds or interiors as stage sets for motion picture or commercial film, portraiture, model photography, or product photography. Such request shall be made in writing/email not less than 10 business days prior to the requested use of library.

### News and Media Photography or Film

The library shall grant access and permission to any media photographer who is recording a news story that directly involves the library and its programs. Advance authorization for such photography must be obtained from the Library Executive Director or, in his/her absence, the Manager in charge.

### Non-Commercial Photography or Film

Individuals wishing to take photos or film of any of the library property, inanimate objects or similar items for personal use may do so without special permission so long as such imaging does not disrupt others enjoyment of or privacy within the library. Special or unique photography equipment, including but not limited to additional lighting, large tripods or large microphones shall not be permitted. Under no circumstances shall anyone be granted permission to take photographs of minor children without first obtaining explicit permission from that child's parent or guardian. Under no circumstances will a person be able to modify or arrange the property of the library for photographic purposes without first obtaining specific permission from the Library Executive Director or, in his/her absence, the Manager in charge.

### Responsibility

Any persons filming or photographing on library premises have the sole responsibility for gaining all necessary releases and permission from persons who are filmed, photographed or imaged. Further, the photographer is solely responsible for ensuring that no copyright infringement occurs while conducting his or her activity. The library undertakes no responsibility for obtaining such releases.

### Rights of the Library

The library reserves the right to enforce all above provisions at its sole discretion. Library staff is permitted to photograph and/or film library activities and patrons at library sponsored programs and events for public relations and marketing purposes. All staff of MPL is authorized to terminate any photography, filming or imaging which appears to compromise the safety, security, privacy or enjoyment of its patrons.