

Cheatham County Public Libraries

Policy: Filming and Photography Policy

Approved:

Amended:

Reviewed:

PURPOSE

Cheatham County Public Libraries recognize that libraries are public spaces enjoyed by the community. The Cheatham and South Cheatham libraries welcome the use of our buildings for photography and filming. Photography and/or filming is allowed as described in Cheatham County Public Libraries' policies and procedures, and to the extent that it does not interfere with the delivery of library services.

The filming and photography described below is allowed only to the extent that it does not interfere with library operations, services, programs, and activities and is consistent with the Patron Conduct Policy of the Cheatham and South Cheatham County Public Libraries.

Any individual or group who is interested in using the libraries for professional/commercial photography or filming must fill out the attached form and submit it for review to the Library Director. Please note that any persons filming or photographing for professional or commercial use on Cheatham County Public Library or South Cheatham County Public Library property have the sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. The libraries are not responsible for obtaining releases for any outside group or member of the public for events not sponsored by the libraries.

Permission to film or photograph may be revoked at any time if the activity fails to comply with library policies or is in any way disruptive to the libraries' operations. Library staff may terminate any photo or filming session that appears to compromise public safety or security.

USE

PHOTOGRAPHY FOR LIBRARY USE – Programs or events sponsored by the Cheatham County Public Library and/or the South Cheatham County Public Library may be photographed or filmed by the library staff. Attendance at a library-sponsored event or program constitutes the consent of all attendees, and the consent of the parents or legal guardians of any minor children in attendance; to the future broadcast, publication, or other use of photographs or video at the discretion of the Cheatham and South Cheatham County Public Libraries.

Photos, images, and videos submitted by library users for online galleries may also be used by the libraries for promotional purposes. To ensure the privacy of individuals and children, images will not be identified using full names without approval from the individual, parent, or guardian. If a patron does not want the library to use a photo or video of them or their child, they must inform the library staff member who is coordinating the event. The libraries must obtain consent from individuals photographed or parents/legal guardians of photographed minors, if it intends to use images of library patrons for advertising or fundraising purposes.

CASUAL / PERSONAL /AMATEUR – Casual photography and filming for personal use is permitted in public areas of library facilities for patrons and visitors wanting a record of their visit. Amateur photographers have explicit responsibility for gaining all necessary permissions from persons who are filmed or photographed. Refrain from using flash equipment in areas that may disturb library users. Tripods or other equipment must not obstruct passageways or cause disturbances to library users.

CREATIVE / COMMERCIAL / PROFESSIONAL – Library buildings may be used as a setting for creative, professional, or commercial photography and/or filming. Requests must be submitted in writing using the appropriate form and approved in advance by the Director of the library.

News media doing stories or projects related to the libraries or their programs and services are welcome to perform photography and video recording. Prior approval must be obtained from the Director of the Cheatham or South Cheatham County Public Library. In order to protect the privacy of our patrons, the Cheatham County Libraries do not permit library facilities to be used as interview venues for unrelated stories or projects unless the interview is being conducted within library meeting space separate from main areas of library operations.

GROUPS AND NON-LIBRARY EVENTS IN MEETING ROOMS – Groups utilizing library meeting rooms may arrange for photographers and news media during their event. Filming and photography for such events is restricted to the space reserved by the group, and may not take place in other areas of the libraries.

LIBRARIES – The Cheatham and South Cheatham County Public Libraries engage in photography and video recording of activities, programs, and events for promotional purposes in print and online. Library patrons consent to the use of their photo taken at the libraries or during library events., unless they specifically inform staff otherwise. Notify library staff if you do not wish to be photographed or recorded.

SECURITY CAMERA RECORDINGS

The Cheatham and South Cheatham County Public Libraries make use of security cameras at both locations. These cameras do hold recordings for a limited amount of time and are only accessible by the Library Directors and staff for the sole purpose of keeping the libraries and their patrons safe. Recordings are not accessible by anyone other than the Library Directors or personnel without a court order for release of specific footage unless the basis for the request falls within the guidelines set forth in the *Public Records Policy for Cheatham County*, a copy of which can be obtained upon request, or can be found online at www.cheathamcountyttn.gov . In those such cases, the libraries will defer to the County Public Records Policy.

Cheatham County Public Libraries
Professional/Commercial Filming or Photography Request Form

Name of Company or Individual: _____

Contact Name (if different): _____

Contact Phone Number: _____

Contact E-Mail: _____

Reason for Filming/Photographing: _____

Requested Date/Time: _____

By Checking the above box, the undersigned agrees to abide by the policies of the Cheatham and South Cheatham County Public Libraries, including receiving all required permissions and releases.

Signed: _____ **Date:** _____

Printed Name: _____

For Library Use Only Below This Line

Approval: YES NO
(Circle One)

If no, indicate reason: _____

Signed: _____ Date: _____