



## DENTON PUBLIC LIBRARY

### FILMING AND PHOTOGRAPHY OPERATING POLICY

Approved by Denton Public Library Board, August 8, 2011  
Reviewed by the Library Management Team, November 2, 2023

The duty of fulfilling the Library's mission is the first priority of the Denton Public Library and the filming and photography described below is allowed only to the extent that it does not interfere with the provision of library services and is consistent with the Library's Mission Statement and Rules of Conduct.

Persons entering library facilities are allowed to take video/photos in public areas of library buildings. However, filming and photography cannot impede public access to municipal facilities. Any person who violates the library's Rules of Conduct Operating Policy or creates a nuisance such that regular library business is disrupted shall be required to immediately cease all activities and leave the library under the provisions of the Library Rules of Conduct Operating Policy.

Any persons filming or photographing on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. The Library undertakes no responsibility for obtaining these releases.

Library staff may terminate any photo session that appears to compromise public safety or security.

#### **Definitions**

The terms "photograph" or "photography" means any method including photography, filming, videotaping or any other process of still image or audiovisual capturing in any method used now or in the future that is subject to the United States Copyright Act. (17 USC 101 et. Seq.)

#### **Exterior Photography**

Photographing the exteriors of library buildings does not require permission. However, photography may not impede visitors or staff entering or exiting ~~to or from~~ any library building premises.

#### **News Media Photography**

While the Library has an open-door policy for news media photographers and reporters who are doing stories or projects that directly involve the library and its programs, advance notice to the Branch Manager for such photography is encouraged.

#### **Commercial Photography**

The Library does not permit commercial photography on or in its facilities. This includes, but is not limited to, using library buildings, grounds or interiors as a ~~stageset~~stage set for

~~portraiture~~, model photography, and product photography. It includes photography or filming used to advertise goods or services unrelated to the Library for commercial sale or promotion.

~~Photography using makerspace photography equipment is permitted. Makerspace photography equipment may be used for commercial use in makerspace areas.~~

### **Research Photography**

The Library permits research photography of its materials and resources. Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the library. Additional permissions may need to be obtained from the Denton Public Library Genealogy and Local History Department in order to photograph materials or items in special collections. Permission to reproduce materials from this area may in some cases be denied. Customers should discuss photography needs with a staff member in these areas before planning your project to obtain advance authorization.

### **Amateur Photography**

Casual amateur photography and videotaping is permitted in library facilities for customers and visitors wanting a remembrance of their visit. The use of additional equipment such as lighting is not permitted. Individuals are asked to honor requests of others to not be included in photos or film. ~~Photos of minors are prohibited without the permission of their parent or guardian.~~

### **Movie Industry**

The Library will permit use of its facilities by the movie or music industry for filming major entertainment projects where a library setting is called for, if the project does not interfere with the mission of the Denton Public Library, is in accordance with the rest of this policy and does not advertise or promote commercial products. Filming may not be related to political campaigns or to partisan issues, because the Denton Public Library wishes to avoid any appearance, no matter how slight, of impropriety or impression of political preference. This project must have an approved City of Denton Film Permit, with details worked out in advance with the ~~Library Director~~ Director of Libraries. Such filming may take place only during hours when the library is closed, and all equipment must be removed during the Library's operating hours.

### **Filming and Photography of Library Programs**

Using library programs as interview venues or as backdrop for personal or professional use is prohibited. Researchers, students, or other agencies should seek permission from the Branch Manager and ~~Library Director~~ Director of Libraries before filming or photographing library classes and programs for assignments or publication.

The Library may utilize photos and videos from public programs and events at Library facilities and Library spaces on its website and in Library publications. Photos, images and videos submitted to the Library by users for online galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of all individuals,

including children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.

**Photography for Groups and Non-Library Events in the Meeting Room**

Groups arranging meetings in the library meeting facilities may arrange for photographers and news media during their event. Photography for such events is restricted to the space reserved by the group and may not take place in other areas of the library.