



## **Lynnfield Public Library Photography/Filming Policy**

### **Photography/Filming in the Library by Patrons**

Patrons are welcome to take photographs and/or film inside the Lynnfield Public Library, provided they:

- Adhere to the Rules of Behavior, i.e. they do not violate the rights of other patrons to work safely and undisturbed
- Respect patron's right to privacy in terms of their intellectual pursuits
- Do not enter Staff Only areas

Permission from the Library Director or the Assistant Director is required for filming for any commercial purposes, e.g. commercials, news programs, television shows, or any sales-oriented activities.

Patrons must have the consent of each individual photographed or filmed. If the individual is a minor, their guardian must give consent.

Patrons are also welcome to take photographs and/or film on the grounds of the Lynnfield Public Library, outside of the physical building, as long as they do not block the parking lot or driveway.

### **Photography/Filming by Library Staff for internal and promotional purposes**

The Lynnfield Public Library reserves the right to use photographs or video taken at the library for publicity purposes in printed materials and online. Attendees and/or participants consent to having their photograph taken and used for such purposes. Staff members will make every effort to notify patrons when photography and/or video filming is taking place, and may include patrons in such recordings. If a library patron does not wish themselves or their child to be photographed, the patron must notify the Library staff to that effect. Staff members shall not make an audio recording of any person's conversation without their express, prior consent. No names will be used in conjunction with photos/video without express written consent.

*Approved by the Board of Trustees September 6, 2022*