

**Alexander Findley Community Library**  
**Photography and Recording Policy**

**Policy:**

The mission of the Alexander Findley Community Library is to “Create Opportunities for Learning and Sharing.” We are open to and welcome the public and are here to serve our patrons. Patrons and visitors are expected to recognize that the library is a shared space, and policies are in place to protect patron privacy and to maintain a safe and comfortable environment for patrons to enjoy time in the library, free of disruptions or invasions of privacy by other visitors.

**First Amendment Rights and Limited Public Forums:**

According to Article 1 Section 8 of the First Amendment of the Constitution, “Every citizen may freely speak, write and publish his or her sentiments on all subjects, being responsible for the abuse of that right; and no law shall be passed to restrain or abridge the liberty of speech or of the press.” The First Amendment right is not absolute and is subject to reasonable time, place, and manner restrictions, including restrictions on photography and audio/visual recording in the library. The AFCL library is a limited public forum, “a place or channel of communication for use by the public at large for assembly and speech, for use by certain speakers, or for the discussion of certain subjects.” AFCL believes there are reasonable times for photographing or recording of library events, and that patrons should be reasonable in who and what they photograph and record. Staff must ask permission to photograph and post patrons who attend our programs, especially if there are minors involved, and the library expects patrons to behave similarly, to be respectful of the privacy of the people around them. Visitors who are purposely disruptive and who attempt to agitate patrons for the sake of photographing and recording the disruption will be asked to stop, and if necessary, to leave the library.

**Patron Privacy:**

The privacy of our patrons is of the utmost importance to AFCL staff and Board of Trustees. Certain areas of the library, such as the Circulation Desk and the closets and drawers behind it, as well as the Director’s computer area and the surrounding file cabinets and drawers are off limit to patrons, as they contain private patron and staff information. These off-limit areas are labeled and locked where possible to protect the contents. Information and records that are available to the public can be presented upon request, or found any time on our website.

**Photography and Filming Guidelines:**

The AFCL provides library services to the community. Fulfilling the Library’s mission is the first priority and the filming and photography described below is permitted so long as it is consistent with the Library’s Mission Statement and other policies set forth by the AFCL.

### **News Media Photography:**

AFCL has an open-door policy for news media photographer and reporters who are doing stories for projects that directly involve the library and its programs. Advance authorization for such photography may be obtained from the AFCL director at (716) 769-6568. Media outlets 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 takes no responsibility in obtaining these releases.

### **Documentary-Type Photography for Publication or Broadcast:**

The AFCL permits photography of its premises and activities when the use of the photographs involves the library directly, i.e., Books, articles, or videos about the Library, the Library's position in Chautauqua County as a tourist or learning destination. Advanced authorization must be obtained from the library director (716) 769-6568.

### **Commercial Photography:**

The AFCL does not permit commercial photography on or in its facilities. This includes, but is not limited to, using the library buildings, grounds or interiors as a stage for any type of photography or filming used to advertise or services unrelated to the AFCL for promotional purposes.

### **Research Photography:**

The AFCL permits research photography of its materials and resources within certain limitations. Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the library. Additional permissions must be obtained from the library director to photograph materials or items within the library.

### **Amateur Photography:**

Casual amateur photography and videotaping is permitted in the library with prior approval of the Director. The name and contact information of the photographer will be kept on file in the AFCL files. Photos/videos are limited to the library buildings and/or inanimate objects for personal use. Photography of materials in AFCL collections, taking photos of other patrons or the use of additional equipment such as lighting is not permitted.

\*Permission to photograph individual book pages, maps and other items in the library collection for artistic or educational purposes may be granted by board approval.

### **Movie Industry:**

The AFCL 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 is in accordance with the rest of the guidelines. Filming cannot create a link between Library and political campaigns,

religious affiliation, or partisan issues. Projects such as these must be approved in advance from the library director.

**Photography for Groups and/or Non-Library Events in the Library Meeting Rooms:**

Groups arranging meeting in the AFCL meeting area may arrange photographers and news media during the 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.

**Photography by Library staff for internal and promotional purposes:**

The AFCL staff must have the consent of each individual photographed. Permission forms will be kept on file in the AFCL.

8/28/23 (reviewed)