



# **MERIDEN PUBLIC LIBRARY**

## **VIDEO, PHOTOGRAPHY, RECORDING, AND FILMING POLICY**

The Meriden Public Library strives to make its facilities welcoming and safe for all. Members of the community should use library services without fearing that their identity, location, time of use, or resource choices be published. Photography, filming or audio recording as described below, is permitted to the extent that it does not violate library patrons' privacy, disrupt library operations, and is consistent with the Library's Code of Conduct.

### **PHOTOGRAPHY AND RECORDING BY LIBRARY STAFF**

The Library may take photos, videos, and audio recordings at the Library and during Library events to use in its publicity materials and on its website and social media sites. The Library reserves the right to document its services and the public's use of the Library building and grounds. These photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any Library web site or social media site). Any individual that does not wish the Library to use a photograph or video of them or their child should inform a Library staff member prior to or while such photographs or videos are being taken.

### **LIBRARY SECURITY VIDEOS**

The Meriden Public Library facility has video cameras installed which view the interior and exterior areas of the Library for security and safety purposes, to document and deter any instances of theft, physical violence or intimidation of Library patrons or staff. These monitoring videos are stored and deleted periodically. In the event of theft or physical violence, or threats of physical violence against patrons, Library staff, or Library property, the relevant monitoring videos relating to such conduct may, at the discretion of the Library Director or designated Library staff, be released to the Meriden Police Department or other applicable police authorities to investigate and prosecute that conduct. These monitoring videos shall not otherwise be released to any other party or for any other purpose except (a) pursuant to a court order, or (b) with the written permission of the Library user shown in the monitoring video.

### **AMATEUR PHOTOGRAPHY**

Casual amateur photography by customers and visitors wanting a memento of their visit is permitted in Library facilities so long as additional equipment such as tripods and/or lighting is not used and filming only captures the image of the person filming or of people who have provided express permission to be filmed/recorded.

### **COMMERCIAL PHOTOGRAPHY**

The Library building may not be used as setting for a creative film or videotape, advertisements, fashion shoots or for any other photography, which will be used for commercial purposes without the prior approval from the Library Director. The production company shall compensate the Library for staffing expenses necessary to open, secure, and monitor Library premises during a shoot at overtime rates.

### **EXTERIOR PHOTOGRAPHY**

Photographing the exteriors of Library buildings does not require permission; photography may not impede the ingress or egress of visitors or staff to or from any Library building and filming only captures the image of the person filming or of people who have provided express permission to be filmed/recorded.

## **NONPROFIT, ACADEMIC, OR RESEARCH PROJECTS**

Photographers working on or research projects that affect the operation of the Library must secure authorization in advance to avoid disrupting Library operations.

Research photography of the Library's materials and resources is permitted within certain limitations. Using the Library facility as an interview venue for unrelated stories as well as photographing Library users for opinion polls or "person on the street" interviews is prohibited without prior approval from the Library Director.

Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the Library. Additional permissions must be obtained from the Meriden Public Library to photograph materials or items in special collections (Meriden History Room) because of complex copyright issues in these areas. Discussing what advanced authorizations are required with a Meriden History Room staff member can expedite this process.

## **PHOTOGRAPHY AND RECORDING IN MEETING ROOMS**

Groups using Meriden Public Library meeting rooms for non-library events may arrange photographers/videographers during their event. This is restricted to the space reserved by the group and may not take place in any other area of the library. Groups may not book meeting rooms for the purposes of shooting promotional, informational, or commercial videos without prior approval of the Library Director.

## **MEDIA REQUESTS**

While the Meriden Public Library has an open-door policy for news media photographers and reporters whose stories directly involve the library's programs, resources, collections, and services, obtaining advance permission is extremely important to:

- Protect the safety and privacy of those using Library facilities and resources
- Ensure Library business is conducted without disruption
- Ensure that the Library's users are not unduly disturbed

Media representatives must obtain approval from the Library Director and must be accompanied by a member of the MPL staff during all photographing.

## **MOVIE AND MUSIC INDUSTRY**

The Library may permit use of its facilities by the movie or music industry for film projects where a library setting is called for, if the project does not interfere with the operations of the Meriden Public Library, is in accordance with the rest of this policy and does not advertise or promote commercial products. The production company shall compensate the Library for staffing expenses necessary to open, secure, and monitor Library premises during a shoot at overtime rates.

## **PERMISSION TO PHOTOGRAPH, RECORD, OR FILM**

Permission is required for any filming or photography that could potentially disrupt operations or that will require permission from people who may be filmed while in the facility. It is also required if filming location is not readily accessible or requires special accommodation or access. Requests for permission to film, photograph or record must generally be made at least 24 hours prior. The Library Director may terminate any session that appears to compromise public safety or security of people, buildings, or collections.

Permission is not required for photographing/filming/recording in public areas if no tripods, lights or other specialized equipment is used and images of people in the library are not captured. There may be designated areas in Library where photographing is prohibited.

## **APPROVAL OF REQUESTS**

The Library Director is authorized to grant permission to photograph/film/record the interior of Library building, setting the conditions under which the photographing may take place, or to deny permission.

## **LIBRARY LIABILITY FOR INJURIES**

Permission to photograph/film/record does not release the persons or groups involved from liability for injuries to persons or property that result from their activities on Library property.

## **PHOTOGRAPHIC RELEASES**

Photographers filming or photographing on Library premises have sole responsibility for gaining all necessary releases and permissions from persons who can be identified in any photography. The Library undertakes no responsibility for obtaining these releases.

**Adopted by the Meriden Library Board of Trustees, September 25, 2023  
and Amendment approved on February 10, 2025.**