

FILMING AND PHOTOGRAPHY POLICY

(EVPL Board of Trustees 11/13/14)



It is the policy of the Board of Directors (the “Board”) of the Evansville Vanderburgh Public Library (the “Library”) to permit filming and photography under the conditions described herein only to the extent that it does not interfere with the operations, programs and activities of the Library.

The Board hereby authorizes filming and photography in Library facilities as follows:

1. Casual amateur photography, filming and videotaping is permitted in lobby, study and program areas of Library facilities for customers and visitors wanting a remembrance of their visit, provided that the photography does not interfere in any way with Library operations or capture any identifiable likenesses of other customers or staff without their permission. Any such photographers are responsible for arranging permission from individuals who are filmed or photographed. Except as otherwise permitted in paragraph 4 by the Library itself, in no circumstances may anyone take a photo or film a Library patron without the consent of the patron, or their parent/guardian, if a minor.
2. Any video, audio or photographic recordings of library-sponsored programs must be approved in advance by Library personnel. Photographing and filming non- library sponsored activities is solely at the discretion of the sponsoring organization.
3. No commercial or media photography or filming may occur in Library facilities without the prior approval of the Director of Marketing and Public Relations, or designee. Such approval shall contain the conditions under which the commercial/media photography or filming will take place, and address the rights to ownership of the photos/ films. For commercial/mediarequests, please call 812-428-8200(ext.1228) or email marketing@evpl.org.
4. 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.
5. Any consent granted pursuant to this Policy to permit photography or filming may be revoked at any time upon failure to comply with terms of the Policy or other rules and regulations of the Library.