

It is the policy of the Board of Trustees (the “Board”) of the Evansville Vanderburgh Public Library (“EVPL”) to permit filming¹ and photography² under the conditions described herein only to the extent that it does not interfere with the operations and provision of the library services of EVPL and is consistent with this Policy and EVPL’s mission, vision, and other rules and regulations. Filming on library property does not connote library endorsement of the photography, film, or its message.

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

1. EVPL is allowed to photograph and/or film individuals on library property, in library spaces, and at library-sponsored programs and events for promotional purposes. Photos, videos, and corresponding statements shared with EVPL may also be used by EVPL for promotional purposes. To ensure the privacy of all individuals, including children, images and videos will not be identified using full names or personal identifying information without written approval from the subject, parent, or legal guardian.

Library employees are prohibited from taking, collecting, or sharing photographs or videos of library users and library activities for the employee’s personal use. This includes but is not limited to the creation of albums or posting content to social media.
2. Casual amateur photography and filming is permitted in the lobby, study, and program areas of EVPL facilities for library users wanting a remembrance of their visit, provided that the photography does not interfere in any way with EVPL operations or capture any identifiable likenesses of other library users or staff without their permission. Any such photographers are responsible for arranging all necessary releases and permissions from persons who are filmed or photographed. Failure to obtain releases and permissions from persons being filmed or photographed will be deemed unacceptable behavior for purposes of enforcing the library’s Customer Code of Conduct. Except as otherwise permitted in this policy by EVPL itself, in no circumstances may anyone take a photo or film an EVPL user without the consent of the user, or their parent/guardian, if a minor.
3. Photographing and filming non-library sponsored activities is solely at the discretion of the sponsoring organization. Filming and photography for such activities is restricted to the space reserved by the group and may not take place in other areas of the library.
4. Except as permitted by applicable law, no commercial or media photography or filming may occur in or on EVPL premises without the prior written permission and approval of the Marketing & Public Relations Manager, COO-Assistant Director, or CEO-Director. Such approval shall contain the conditions under which the commercial/media photography or filming will take place and will address the rights to ownership of the photos/films.
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 EVPL.

For more information or to submit a request to photograph or film, please contact marketing@evpl.org.

¹Filming includes but is not limited to live streaming, recording video content on personal devices, and capturing film with amateur and professional videography equipment.

²Photography includes but is not limited to pictures taken on personal devices and photographs taken using amateur and professional camera equipment.