



Northport-East Northport Public Library

151 Laurel Avenue • Northport, NY 11768 • 631-261-6930
185 Larkfield Road • East Northport, NY 11731 • 631-261-2313
www.nenpl.org

PHOTOGRAPHING AND FILMING IN THE LIBRARY POLICY

Introduction

The most significant priority for the Northport-East Northport Public Library is to provide library services to the Northport-East Northport community, as fully described in the Library's Mission Statement. The duty of fulfilling the Library's mission is the first priority of the Northport-East Northport Public Library and photographing and filming in the library is allowed only to the extent that it does not interfere with the provision of library services and is consistent with the Library's Mission Statement and Rules of Conduct and does not infringe on the privacy rights of the Library's patrons and staff.

Any persons photographing or filming on library premises have sole responsibility for gaining all necessary consents and releases from persons who are filmed or photographed. The Library undertakes no responsibility for obtaining these releases. No person shall be photographed or filmed without consent.

Library staff may terminate any photo session that appears to compromise public safety, patron privacy, security, is inconsistent with the Library's Mission Statement and/or Rules of Conduct or which impedes library operations.

News Media and Documentary-Type Photography

News media photographers and reporters who are doing stories or projects that directly involve the library and its programs must obtain advance authorization for such photography from the Library's Community Services Department.

The Library prohibits the use of its facilities as interview venues for unrelated stories, and prohibits the use of library patrons for opinion polls or "man on the street" interviews within its facilities. The Library may grant permission for news media to use its facilities for stories or projects that do not relate to the library itself upon written request and after review by Community Services and Administration.

Commercial Photography

The Library does not permit commercial photography on or in its facilities. This includes, but is not limited to, using library buildings, grounds or interiors as a stage set for portraiture, model photography, and product photography. It includes photographing or filming used to advertise goods or services unrelated to the Library for commercial sale or promotion.

Other Photography

Casual amateur photography may be permitted (by Librarian-in-Charge, Community Services, or Administration) in library facilities for patrons and visitors wanting a remembrance of their visit. Photographing must not interfere or disturb other patron use. The use of additional equipment such as lighting is not permitted.

The Library may grant permission for school-age students to use its facilities for stories or projects that do not relate to the library itself upon written request and after review by Community Services and

Administration. Photography must not interfere or disturb other patron use. The use of additional equipment such as lighting is not permitted.

Photography for Groups and Non-library Events in the Meeting Rooms

Groups arranging meetings in the meeting rooms may arrange for photographers and news media during their 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. Please refer to *Regulations For Use Of Northport-East Northport Public Library Meeting Room*.



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REQUEST TO PHOTOGRAPH OR FILM IN THE LIBRARY

To be filled out by patron.

Please print.

Name of Organization and/or Individual _____

Name of Person Completing Form _____

Relationship to Organization _____

Address _____ Phone _____

Date and Time of Proposed Photographing/Filming _____

Describe the Purpose of Photographing or Filming _____

Any persons photographing and filming in the Library or on Library premises must comply with the Library's PHOTOGRAPHING AND FILMING POLICY (see attached).

Date

Signature of person completing this form

FOR LIBRARY USE ONLY

Approved _____

Not approved _____

Head of Community Services/Library Administration

A copy of this form should be retained by the applicant.