



# 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**

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 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, use of 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.

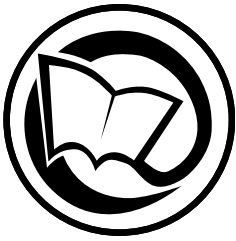
### **Other Photography**

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 or tripods 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 or tripods 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 Rooms*.



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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*

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### FOR LIBRARY USE ONLY

Approved \_\_\_\_\_

Not approved \_\_\_\_\_

\_\_\_\_\_  
Head of Community Services/Library Administration

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