FILMING AND PHOTOGRAPHY POLICY

DURHAM COUNTY Library

APPLICABILITY
This policy applies to all persons on library property. Special attention is given to individuals and organized groups who are engaged in professional or commercial filming and/or photography.

PURPOSE:
The Filming and Photography Policy articulates the circumstances under which filming and photography may occur on Library grounds.

DEFINITIONS:
Professional filming and photography: Filming and photography requiring the use of items beyond a handheld device, such as tripods, lighting, and external microphones.

Commercial filming and photography: Filming and photography conducted for the purpose of for-profit distribution or advertisement.

POLICY:
As the library is a public space, library patrons may shoot non-professional and non-commercial film or photography for their own personal use on library grounds provided that they respect the privacy of fellow patrons, otherwise follow the Courteous Conduct Policy, and do not disrupt the normal operations of the library. Patrons may not film or photograph other patrons without their permission.

Professional or commercial filming and photography are not permitted at any Library location without express written permission from the Library's Public Relations Officer and the Location Manager. The library prefers that members of the press contact the Library Public Relations Officer prior to photographing or filming so that they may be courteously accommodated.

All professional or commercial photography/filming requests will be reviewed and approved based on occupancy, availability, and purpose. The requests must include:

a. Name of all persons attending the photoshoot/filming
b. Date, time, and purpose of shoot (graduation, anniversary, etc.)
c. General equipment breakdown of photoshoot/filming
d. Duration of photography/filming

Library staff may photograph or film library events for promotional use. Participants will be advised in advance verbally or through signage. The library will not publish photographs or videos of patrons without a signed release form. Patrons may also verbally request not to be photographed or filmed.

Some library locations have security cameras installed to improve safety for customers and staff. Surveillance footage is governed by the County Security Manager, and any requests for access must go through that office.

Further restrictions on filming and photography apply when library spaces are used as polling places in accordance with N.C.G.S. § 163-166.3. For more information, please contact the Durham County Board of Elections.

PERSONAL BEHAVIOR AND CONDUCT

Any individual engaged in photography and filming, whether professional or commercial must respect the privacy of other patrons and may not disrupt their use of the library. For instance, they may not ask other patrons to move from an ideal shooting area.

Additionally, while engaged in filming or photography on library premises, individuals must abide by all aspects of the Courteous Conduct Policy. Individuals who are photographing and/or filming may not possess or use prohibited items, such as props, make unreasonable or disruptive noise, leave personal belongings unattended, or block access to aisles, doorways, stairways, walkways, elevators, ramps, or computers.

ENFORCEMENT

The library reserves the right to remove all persons in violation of this policy from library buildings and grounds.

RESPONSIBILITY

It is the responsibility of all library staff to understand this policy fully to ensure fair and equitable application. It is the responsibility of the Deputy Director and the Assistant Director for Planning and Facilities, with the advice of the Board of Trustees, to interpret, monitor and recommend updates to this policy. The Library Director is the final authority in regard to enforcing this policy.

RELATED DOCUMENTS

- Durham County Library Courteous Conduct Policy
- Privacy Policy