

WAUKESHA PUBLIC LIBRARY

POLICY: FILMING & PHOTOGRAPHY

Approved by Library Board: 1/12/17

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The Waukesha Public Library Board of Trustees permits filming and photography under the conditions described herein and only to the extent that it does not interfere with the operations, programs and activities of the Library, and is consistent with the Library's policies and procedures.

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

- Casual amateur photography, filming and videotaping is permitted in all publicly accessible areas of the Library, provided that the photography does not interfere in any way with Library operations.
- No commercial or media photography or filming may occur in Library facilities without the prior permission and approval of the Library Director and/or his/her 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/media requests, please call 262-524.3904.
- Any consent granted pursuant to this Policy to permit photography or filming may be revoked at any time by the Library Director or his/her designee upon failure to comply with terms of the Policy or other rules and regulations of the Library.
- The Library may capture and utilize photos and videos from public programs and events at Library facilities and Library spaces on its website and in Library publications. Library staff shall obtain the written consent of any individual photographed or videotaped by the Library or its agents. Photos, images and videos submitted to the Library by users for online galleries, social media outlets, 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 approval from the photographed subject, parent or legal guardian.