



## **Anchorage Public Library Photography and Filming Policy**

### **Library Policy:**

The Library's most significant priority is to provide library services to the community in accordance with the library's mission. It is the policy of the library to provide library users with a safe and disruptive free experience at the library.

### **Definitions:**

Library Administrator – the Library Director, Facility Manager or if a Branch Library the Branch Manager.

Library Mission – providing resources to enrich the lives and empower the future of our diverse community, while preserving the past for generations to come.

### **General Provisions:**

1. The Library Administrator reserves the right to disallow or terminate any photography or filming which:
  - a. Violates the *Code of Conduct*;
  - b. Interferes with the safety of library patrons or staff;
  - c. Disrupts or inconveniences normal library use; or
  - d. Violates *Library Policies*; or
  - e. Compromises public safety or security.
2. The Library requires credit, in print, in any finished product when photographs/film is used for commercial purposes. The library may also require a copy of the publication or film for inclusion in the Library's collections (if deemed appropriate).
3. All photographers and filmers are responsible for securing all necessary permissions and releases.
4. Photographing and filming may be done only when the library is open unless otherwise authorized by the Library.
5. All users are responsible for obtaining their own permissions when photographing copyrighted material in the library.

### **Procedures:**

1. **Non-commercial/amateur photography or filming.** Non-commercial/amateur photography or filming is permitted subject to the following:
  - a. Photography or filming is permitted provided that it does not interfere with library operations and the privacy of patrons is respected.
  - b. Individuals wishing to take photographs or film for personal use may do so without special permission from the Anchorage Public Library as long as no additional equipment, e.g. supplemental lighting, is used.
  - c. Photographers/filmers should receive permission from the person(s) to be captured by photograph or film prior to capturing the image of the person(s).

2. **Facility rental and photography.** Groups renting Library facilities may arrange for photographs, filming, and news media during their event. Photography or filming is restricted to the library facility reserved by the group. Any photography or filming outside the library facility reserved by the group shall be in accord with this policy.
3. **News Media.** The Library welcomes news media photographers and reporters doing stories or projects that directly involve the Library and its programs, resources and services subject to the following:
  - a. Advance notice shall be provided to the Facilities Manager or the Library Director and if at a branch library, the Library Branch Manager.
  - b. The news media shall coordinate with Facilities Manager, the Library Director, or the Branch Manager to ensure the news media does not disrupt normal library use and complies with this policy.
4. **Research:** The Library permits research photography and filming of its materials and resources. Researchers are responsible for obtaining their own permissions when photographing copyrighted material in the library.
5. **Photography or Filming for other purposes.** Photography and filming for any other purpose shall be approved in advance by the Facility Manager, Library Director or if applicable, the Branch Manager.

**Recommended for approval: Library Advisory Board. September 17, 2008**  
**Approved by: Karen Keller, Library Director. September 17, 2008**