

Filming and Photography

Filming and photography are permitted in and around Indian Trails Public Library District facilities under the conditions described herein only to the extent that it does not interfere with the operations, programs and activities of the library.

1. Casual amateur photography, filming and videotaping is permitted in lobby, study and program areas of library facilities for members and visitors wanting a remembrance of their visit, provided that the photography does not interfere in any way with library operations or capture any identifiable likenesses of individuals without their permission.

Photographers are responsible for arranging all releases and permissions from persons who are filmed or photographed. Except as otherwise permitted in number 3 by the library itself, in no circumstances may anyone take a photo or film a library patron without the consent of the member or parent/guardian, if a minor.

2. No commercial or media photography or filming may occur in library facilities without the prior written permission and approval of the Communications Manager or Library Director. 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.

Commercial and media requests should be sent to communications@itpld.org.

3. The library may utilize photos and videos from public programs and events at library facilities and spaces on its website and in library publications. Photos, images and videos submitted to the library by users for online galleries 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 written approval from the photographed subject, parent or legal guardian.

Members who visit the library understand that their photograph may be taken during programs or other events. If they do not wish to be photographed or filmed, members should notify the photographer. Written permission is not required, unless the library selects an individual to photograph or film. Consent may be given verbally or via a photo release or attendance sheet.

4. Any consent granted pursuant to this policy to permit photography or filming may be revoked at any time upon failure to comply with terms of the policy or other rules and regulations of the library.