

Mulvane Public Library

Photography and Film Policy

Board Approved March 14th, 2022

Photography and filming is allowed as described below only to the extent that it does not interfere with the delivery of library services and is consistent with the Library's mission. All parties involved in photography and filming are expected to follow the Mulvane Public Library's Code of Conduct Policy.

Patrons photographing or filming on the Library property have sole responsibility for gaining all necessary releases and permissions from persons who are photographed or filmed. If the patron is a minor (under age 18), the release and permission must come from the parent or guardian. The Library undertakes no responsibility for obtaining these releases.

Failure to obtain releases and permissions from persons being photographed or filmed will be deemed unacceptable behavior for purposes of enforcing the Library's Code of Conduct Policy.

Library staff may terminate any photo session that violates Library policies or appears to compromise public safety or security.

A. News Media Photography

The Library has an open door policy for news media photographers and reporters who are doing stories or projects that directly involve the Library and its programs, resources, and/or services. Advance authorization for such coverage from the Library Director or staff is encouraged.

The Library does not grant permission for news media to use its facilities for stories or projects that do not relate to the Library itself; however, research photography of the Library's materials and resources are permitted within certain limitations (see "Research Photography" section below). It disallows using Library facilities as interview venues for unrelated stories and disallows access to library patrons for opinion polls or interviews within its facilities.

B. Documentary-Type Photography for Publication or Broadcast

The Library permits photography of its premises and activities when the use of the photographs involves the Library directly, i.e. books, articles, or films about the Library itself, the Library's position in the city of Mulvane as a tourist or learning destination, or as part of a piece used to describe Mulvane. Authorization must be obtained in advance from the Library Director.

C. Research Photography

The Library permits research photography of its materials and resources within certain limitations. Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the Library. Because of complex copyright issues, permission to reproduce some genealogy materials may be denied or involve a fee. Advance authorization may be required for some materials.

D. Amateur Photography

Casual amateur photography and filming is permitted on the Library property for patrons and visitors wanting a remembrance of their visit. The use of additional equipment such as lighting is not permitted. Amateur photographers have explicit responsibility for gaining all necessary releases and permissions from patrons who are photographed or filmed. Again, the Library undertakes no responsibility for obtaining permission.

E. Professional Photography and Filming

The Library will permit use of its facilities for professional photography or filming if the subject or entity is non-profit for cultural, informational, educational, charitable, or civic purposes. Photography or filming must be approved in advance by the Library Director and cannot interfere with library services.

F. Photography for Groups and Non-Library Events in Meeting Rooms

Groups utilizing the Library meeting rooms may arrange for photographers and news media during their event. Photography and filming for such events is restricted to the room reserved by the group and may not take place in other areas of the Library. Advance notice to the Library Staff is encouraged.