

Photographing or Video recording the Library Building's Interior

Requests by members of the public to take photographs or video record the library building's interior are subject to the following procedures and restrictions:

1. The Public Library of Brookline is a public place. Therefore, individuals wishing to photograph, film, or audio record anyone in the library for **non-commercial use** are required to seek the permission of the identifiable subjects first. Individuals wishing to photograph, film/video, or audio record the library building's interior for **commercial use** shall first seek the permission of the Library Director or an Assistant Library Director. They must also seek the permission from any individual who may appear in the recordings.
2. The Director or an Assistant Director may impose any conditions on photography or video/audio recording within the building's interior as he or she deem necessary to protect the ability of the public to enjoy the library for its intended purposes.
3. Permission to photograph books, maps or other library materials must first be granted by the reference staff.
4. All questions about photo, video, and/or audio recording in the library should be addressed to the Library Director or an Assistant Library Director who is responsible for the implementation of this policy.

Photography and video recording by library staff is subject to the following procedures and restrictions:

1. Staff members may photograph, film, and/or audio record all library programs, events and patrons in attendance (regardless of identifiability), for the website, social media pages, and publications so that no consent is needed from any patron of any age and no waiver needs to be signed.
2. Staff members will make every effort to notify patrons when photography and/or video/audio filming is taking place, and may include patrons in such recordings. If a patron expresses an objection to his/her inclusion in such recording staff members will oblige.

Voted by the Board of Library Trustees 11 October 2011
Amended by the Board of Library Trustees 9 February 2016

