

## PUBLIC LIBRARY OF BROOKLINE

### PHOTOGRAPHY AND FILMING POLICY

It is the policy of the Board of Library Trustees (the "Board") of the Public Library of Brookline (the "Library") to permit filming and photography in Library facilities under the conditions described herein only to the extent that such filming or photography does not interfere with the operations, programs and activities of the Library and is conducted in a manner that is consistent with the Library's Bylaws, the American Library Association Code of Ethics, and relevant municipal, state and federal law.

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

1. Classes or events sponsored by the Library may be photographed or video-recorded by the Library's staff or its representatives only. Attendance at a sponsored class or event constitutes the consent of all attendees, and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or videos at the sole discretion of the Public Library of Brookline.
2. The Library may utilize photos and videos from public programs and events at Library facilities and Library 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.
3. Non-commercial photography or filming is permitted in all public areas of Library facilities, provided that the photography or filming does not interfere in any way with Library operations or capture members of the public without their express written permission, or, in the case of a minor, the express written permission of the minor's parent or adult guardian.
4. No **commercial or media** photography or filming may occur in Library facilities without the prior written permission and approval of the Library Director or their appointed designee. **For commercial/media requests, please call 617 730 2360 or email [brkmail1@minlib.net](mailto:brkmail1@minlib.net)**
5. Any consent granted pursuant to this Policy to permit photography or filming may be revoked by the Library Director or designee at any time upon a failure to comply with the terms of the Policy or other rules and regulations of the Library.

Voted by the Board of Library Trustees 11 October 2011

Amended by the Board of Library Trustees 9 February 2016

Amended by the Board of Library Trustees 10 December 2019