

Film and Photography Policy

Introduction

The purpose of this policy is to establish the terms and conditions under which library space may be used for still photography, filming and/or video production.

While the Whitehall Township Public Library (WTPL) is open to the public, it is a limited public forum subject to reasonable time, place, and manner restrictions. To that end, WTPL has the right to limit filming, photography, video recording, and audio recording¹ on library property or inside the library facility when such restrictions serve WTPL's mission, primarily to ensure the rights of Library patrons to use the library freely and confidentially without scrutiny, harassment, intimidation, or distraction by others.

All photography/filming requests are coordinated by the Library Director. In addition, all Library rules and regulations must be followed and there shall be no interference with the ongoing operations of the library and the work of its staff. Questions regarding this policy should be directed to the Library Director 610-432-4339 ext. 201.

WTPL reserves the right to prohibit any filming or photography for any reason, including, but not limited to, if the filming or photography creates the potential for: (i) disruption of library business or staff members work; (ii) interference with a Library patron's right to privacy (iii) damage to or alteration of Library property; (iv) inappropriate use of Whitehall Township Public Library's name, logo or image; (v) disruption of pedestrian or vehicular traffic; (vi) other safety hazards; or (vii) individual or corporate financial gain.

Non-Commercial (Private Use) Photography

Non-commercial photography, such as a visiting Library professional, casual tourist, or Library user who wants to record a visit or capture the building's architecture or landscape is generally allowed without prior written permission provided that such activity does not capture identifiable likenesses of individuals without their permission. Individuals who take pictures must honor requests from Library users who do not want to be included in photos.

Equipment, such as tripods, may not obstruct passageways or cause disturbances to Library users.

WTPL reserves the right to terminate any photography if it results in disruption of the ordinary library environment, operations, or interferes with the privacy rights of library patrons.

Student or News Photography, Filming and/or Video Recording

WTPL's express permission is required for any student or news photographers, filmmakers, or videographers wishing to take photos, film, or record videos in the library building, on the Library grounds, or at Library sponsored events.

All requests for such projects are coordinated by WTPL's Director. The process for requesting permission is detailed below.

Should such permission be given, all Library rules, regulations and policies must be followed and there shall be no interference with the privacy rights of Library patrons, the ongoing operations of WTPL, and the work of its staff.

Commercial and Non-Commercial Filming/Video Recordings and Commercial Photography

Filming and video recording (commercial and non-commercial) and commercial photography is coordinated and must be authorized by WTPL's Director. Approval is at the discretion of the Director and is also contingent upon facility and staffing availability. All filming, video recording and professional photography must take place before or after the library's normal operating hours and all equipment must be removed during the library's operating hours. Any applicable rental fees will be negotiated based on project scope. The process for requesting permission is detailed below.

Requesting Permission to Photograph, Film, or Video in WTPL's Library or on Property

Commercial and Non-Commercial Filming/Video Recordings and Commercial Photography requests should be made in writing at least 5 business days in advance by emailing Susan Bielucke, Library Director, at bielucke.s@whitehallpl.org. While advance notice need not be provided for student or news projects, permission must be granted by a library supervisor. All requests for filming or photography must include the following information:

- Name and description of the organization or individual making the request.
- Project description, including the context and way in which the library is to be portrayed and the intended use of the resulting material.
- Date(s) requested.
- Time and duration of proposed shoot.
- Number of people, amount and type of equipment involved, including vehicles.
- Potential disruption (sound, light, physical, etc.).
- Location releases, if necessary, must be submitted for review by the library in advance.
- Proof of adequate insurance coverage and a signed indemnification agreement (student photographers/student filmmakers are exempt.)

For news-related requests or student photography, filming, or video recording, within WTPL's library or property the Director must similarly give advance approval and can be contacted at 610-432-4339 ext. 201 or bielucke.s@whitehallpl.org. News-related photography, filming or videography may only be authorized when it involves WTPL. WTPL does not permit the use of the library or property to access library patrons for opinion polls or interviews, or otherwise for use as an interview venue.

Additional Guidelines

- Use of Whitehall Township Public Library's name, logos, trademarks, or images in connection with any photograph or film is prohibited without written permission by the library.
- Photos of minors are prohibited at all times without the written permission of the minor's parent or guardian.
- No set construction or alteration of buildings/grounds is permitted.
- All areas occupied in connection with the filming/photographing must be returned to their normal condition.
- Applicants must not make any connections to the electrical system other than through plugging into standard receptacles. Covers from electrical panels or boxes must not be removed.
- Any person photographing, filming or video recording copyrighted material in the library is responsible for obtaining the owners' authorization and releases for such photographing, filming, or video recording.
- No photography, filming, or video/audio recording shall be permitted in the library's restrooms, private study spaces, library offices, and work areas.

Photography, Filming, or Video Recording at WTPL

Occasionally, Whitehall Township Public Library staff may elect to photograph, film, or video record library programs and/or events. The library reserves the right to include these images in brochures, flyers, web pages, news releases or other promotional materials, as well as make them available to media outlets and event participants. Should names or identifiable images of library patrons be used by WTPL for publicity or other Library-related uses, WTPL will obtain permission from the library patrons. To ensure the privacy of all individuals, including minors, no image will be used and/or identified using full names or personal identifying information without written approval from the individual, parent, or legal guardian. Library patrons may, of course, "opt out" of having their image taken or names used for these purposes.

¹In Pennsylvania, audio recording another person's "oral communication," without the other person's consent may be a felony criminal offense under the Wiretapping and Electronic Surveillance Control Act, 18 Pa. C.S. §§5702, 5703(1)-(3), 5704(4).