

SPOKANE COUNTY LIBRARY DISTRICT
POLICY: FILMING AND PHOTOGRAPHY POLICY
Approval Date: June 18, 2024

RELATED POLICY:

Confidentiality of Library Records
Code of Conduct
Library Meeting Room Use

Purpose:

To ensure the public's filming and photography in Spokane County Library District (District) facilities does not interfere with the public's use of the facilities or delivery of library services, and an individual's expectation of privacy in a public space.

Definitions:

Facility: All buildings, properties, and vehicles owned and/or managed by the District.

Filming and Photography: The act of recording photographs and/or videos that can be taken with multiple types of devices including, but not limited to: cameras, video recorders, cellular devices, phones, tablets, and computers.

General Policy:

This policy applies to all individuals and entities seeking to film or photograph in District facilities. This includes news media, documentary, research, amateur, and commercial photography or videography, as well as groups and non-library events in meeting rooms.

The District is a limited or designated public forum, and reasonable time, place, and manner regulations are permissible.

Filming and photography are allowed in District facilities only to the extent that it does not interfere with the public's use of District facilities, the delivery of library services, and/or an individual's expectation of privacy in a public space.

All parties involved in filming and photography are expected to follow the Code of Conduct Policy.

The District is not responsible for filming or photography of library customers or visitors by any third-party. However, for the safety and privacy of customers using District facilities, any third-party filming or photography inside the facilities has sole responsibility for obtaining all necessary releases and permissions from persons who are filmed or photographed. The District undertakes no responsibility for obtaining these releases and is not liable for how any photos or videos are used by any third-party.

Only handheld cameras and devices may be used. Due to safety, liability, and other concerns, the use of additional equipment, such as tripods and/or lighting, is not permitted without prior approval from the District's Communication Director or Executive Director.

District Staff may temporarily or permanently stop any filming or photography session that goes against the Code of Conduct or other District policy, interferes with the public's use of the facilities or delivery of library services, or appears to compromise public safety or security.

News Media Photography and Videography

The District has an open-door policy for news media photographers and reporters who are doing stories or articles that directly involve the District and its programs, resources, and services. Advance authorization should be obtained from the District's Communication Director or Executive Director.

Documentary Photography for Publication or Broadcast

The District permits photography of its premises and activities when the use of the photographs involves the District directly, such as books, articles, or videos about the District itself or as a learning destination. Authorization must be obtained in advance from the District's Communication Director or Executive Director.

Research Photography

The District 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 District facilities. Due to complex copyright issues, permission to reproduce some materials may be denied. Advance authorization may be required for some materials.

Amateur Photography and Videography

Casual amateur photography and videotaping in public areas is permitted, however, photographs and/or recordings that violate confidentiality of library records and/or are taken in nonpublic areas of District facilities are not allowed.

Commercial Photography and Videography or Major Projects

The District will permit use of its facilities for commercial photography or filming entertainment and educational projects requiring a library setting if the project does not interfere with the District's mission and is in accordance with the rest of this policy. To avoid disruption of service to library customers, such use must take place only when the facility is closed. Fees will be charged to offset costs incurred by the District to provide access to the facility. Base fee rates vary by time and location requested and are subject to change. Authorization must be obtained in advance from the District's Communication Director or Executive Director.

Photography and Videography for Groups and Non-Library Events in Meeting Rooms

Customers utilizing District meeting rooms may arrange for photographers and news media during their event. Filming and photography for such events is restricted to the space reserved by the customer and may not take place in other areas of the facility. Use of the meeting room must comply with the Library Meeting Room Use Policy.

Photography and Videography for District Purposes

The District may photograph or film individuals and activities in District facilities and/or at District-sponsored events for District promotional purposes. Depending on how the film or photographs may be used, the District will use one or both of the following methods to obtain permission to use the film or photographs:

- 1.) Post a sign at the entrance to the facility informing individuals that the photography or filming is taking place, and their presence is their consent to be photographed or filmed.
- 2.) Obtain signed Photo & Video Release Authorization from individuals who are filmed or photographed.

The District's Communication Director or Executive Director shall determine which method is to be used.

The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.