

## PHOTOGRAPHY POLICY

**Photography by Individuals-** The Yonkers Public Library ("Library") allows photography and/or filming, for noncommercial purposes, on its premises by individuals as long as it does not interfere with the provision of Library services, the ability of patrons to enjoy Library services, or create a risk to the safety and/or security of the Library, its staff or its patrons. Individuals taking photographs/filming on Library property should obtain the prior approval of any persons who will be photographed, videotaped, or recorded and have the responsibility for obtaining the necessary releases and permissions from such persons. The Library undertakes no responsibility for obtaining these releases.

**Commercial/Media Photography-** Photography and/or filming on Library premises for commercial/media purposes is not permitted except upon the prior approval of the Library Director.

**Photography/Video Recording by the Library-** The Library reserves the right to photograph or videotape its activities and events, and to share such materials with the public. Attendance at Library programs and events or in the Library's spaces constitutes consent to be photographed or recorded by the Library and consent for the Library to copy, display, publish and/or broadcast such photographs and/or recordings (in print, online or telecast) as part of its efforts to inform the public of its services, events and/or programs. To ensure the privacy of individuals and children, images will not be labeled with personally identifiable information without written permission. Patrons who do not wish the Library to utilize a photograph or video of themselves or their children should inform Library staff prior to, or at the time, such photograph is taken or video is recorded.

**Filming by the Movie/Television Industry-** The Library supports the efforts of the City of Yonkers' Office of Film Production to promote Yonkers as a venue for film and television production. As such, it may permit its facilities to be used for such purposes provided that such use does not create an undue hardship on Library services and the Library is adequately compensated for the use of its facilities. All requests must follow the proper procedures as delineated by the Office of Film Production.

**Photography by the News Media -** Print and cable reporters who are doing stories related to the library and its programs are permitted to take photos, provided that they first identify themselves to the Director's office or the head of the branch. Using library facilities as interview venues for unrelated stories, as well as photographing patrons for

opinion polls or "man on the street" interviews, is not permitted without prior approval from the Library Director.

**Termination of Photography/Recording-** Library staff may prohibit or terminate any photography or recording sessions that interfere with the provision of Library services, the ability of patrons to enjoy Library services, or creates a risk to the safety and/or security of the Library, its staff or its patrons.

Adopted by the Library Board of Trustees  
May 25, 2017