

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number:	10.18
ORIGINAL DATE:	01/09/08
BOLT Resolution #:	R08-05
REVISED DATE:	n/a
PAGE:	1 of 2

SUBJECT: Noncommercial photography and filming policy

I. PURPOSE

The purpose of this administrative regulation is to set forth a photography policy addressing the parameters under which noncommercial photography and filming may take place in Library facilities while preserving the rights of Library users to use Library services.

II. POLICY

It is the Berkeley Public Library's most significant priority to provide library services to the community in accordance with the values described in the Library's Mission Statement, and to enable Library users to use those services while having a safe experience at the Library. To achieve this, the following rules apply to photography and filming in Library facilities:

Amateur photography: The public areas in Berkeley Public Library facilities are part of the public environment and, therefore, casual noncommercial photography intended to record a visit is permitted, provided that such photography does not interfere in any way with Library operations or capture identifiable likenesses of individuals without their permission. Individuals who photograph or film must honor requests from individuals who do not wish to be included in any photography. Photos of minors are prohibited without the permission of their parent or legal guardian. Individuals wishing to take photographs or film of Library buildings and/or inanimate objects for personal use may do so without special permission, as long as no additional equipment such as supplemental lighting is used. Nonprofit filming projects that require special equipment, staff involvement, or after-hours access, should be referred to the Library's Neighborhood Services Manager or, in the case of the Central Library, the Deputy Director of Library Services.

Research photography: Permission is required to take photographs of special collections such as the Berkeley History Room Collection, the Art/Music clipping files, etc. Individuals interested in research photography must first obtain permission from the Supervising Librarian overseeing the specific Library unit.

Commercial photography: Individuals or organizations seeking to do photography or filming for commercial purposes are referred to the Berkeley Film Office and its policies (510-549-7040, <filmberkeley.com>.)

Media Photography: Staff are directed to notify the Community Relations Librarian, or the Director of Library Services, when news media are in Library facilities, or have requested use of Library facilities for photography or filming activity.

Reviewed by: _____
Director of Library Services Date

Approved by: _____
Chair, Board of Library Trustees Date