

**BERKELEY PUBLIC LIBRARY
POLICIES**

SUBJECT: Photography and Filming in the Library

A.R. Number:	10.18
ORIGINAL DATE:	01/09/08
BOLT Resolution #:	R08-05
REVISED DATE:	03/19/14
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I. PURPOSE

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

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:

Casual Photography and Filming: The public areas in Berkeley Public Library facilities are part of the public environment and, therefore, casual photography and/or filming intended to record a visit is permitted, provided that such photography and/or filming does not interfere in any way with Library operations, is consistent with the Library's Mission Statement and rules or capture identifiable likenesses of individuals without their permission. Individuals who photograph and/or film must honor requests from individuals who do not wish to be included in any photography/filming and have the sole responsibility for obtaining all necessary releases and permissions from persons who consent to being photographed and/or filmed. Photographing and/or filming of minors are prohibited without the permission of their parent or legal guardian. Individuals wishing to take photographs of and/or film 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. Library personnel may terminate any photography and/or filming session that appears to compromise public safety or security and/or violates Library rules.

Research Photography and Filming: Individuals interested in research photography and/or filming of the Library's special collections, such as the Berkeley History Room Collection, the Art/Music clipping files, etc. must obtain advance authorization from the Manager overseeing the specific Library unit in order to avoid disrupting library operations. Researchers are responsible for obtaining their own permissions when photographing and/or filming copyrighted material in the library.

Media Photography and Filming: The Library welcomes media requests for stories directly involving library programs, resources, collections and services; however, advance authorization must be obtained from the Director of Library Services, or her/his designee, for use of library facilities for photography or filming activities in order to ensure there are no disruptions to Library operations and to protect the safety of those using library facilities. The Library does not grant permission for news media to use its facilities for stories or projects that do not relate to the Library itself, as interview venues for unrelated stories, and disallows access to library patrons for opinion polls or man-on-the-street interviews within its facilities.

Commercial Photography and Other Filming: Filming and commercial photography projects in library facilities require advance authorization from the Director of Library Services, or her/his designee. Factors considered for approval are inclusive of, but are not limited to, the Library's interest; issues of

confidentiality; statutory requirements; amount of time the project requires, inclusive of employees' time; and any other purpose the Director of Library Services, or her/his designee, deems to be of interest of the Berkeley Public Library.

All filming and/or photography requests must be submitted in writing at least 2-3 weeks prior to the desired shoot date. Requests will only be considered if submitted in writing at least 2-3 weeks prior to the shoot date. The letter of intent must include a synopsis and script of the shoot and a storyboard where the Library is featured as itself; a complete breakdown of all shoot specifics, including number of crew members, exact and or proposed schedules, requested locations, and equipment to be used; and, any other requests. Students must include a copy of their course assignment. The Library reserves the right to decline involvement in any project and to approve any scene and/or image in which the Library is featured.

Filming and/or photography may not be related to political campaigns or to partisan issues because the Library wishes to avoid any appearance, no matter how slight, of impropriety or impression of political preference.

The Berkeley Public Library does not allow the promotion or advertising of any brand other than the Berkeley Public Library brand. Any products, signs, or promotions used for filming and/or photography must be displayed or take place solely within the designated filming and/or photography area, with the approval of the Library and removed prior to the Library's operating hours.


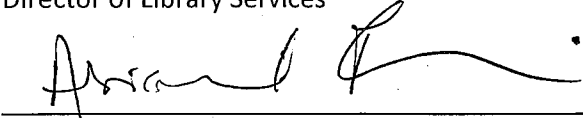
Filming and photography may take place only in public spaces during hours when the Library is closed, cannot endanger Library facilities, and must not disturb Library personnel or interfere with normal Library operations. Filming and/or photography in staff areas is prohibited. All facilities rules and guidelines must be followed. Smoke and smoke effects are not permitted; and, all equipment must be removed prior to the Library's operating hours. The production / film maker / photographer will be charged for the repair of any damage that is incurred.

Library personnel such as are necessary to open, secure, and remain on the premises during a shoot must be paid at overtime rates by the production / film maker / photographer. Additional production fees may apply. Fees are quoted on a case-by-case basis and go directly to support Library programs and services.

Any persons filming and/or photographing on Library premises have sole responsibility for obtaining all necessary releases and permissions from persons who are filmed.

Individuals or organizations seeking to do photography and/or filming for commercial purposes are referred to the Berkeley Film Office and its policies and requirements (510-549-7040, <http://visitberkeley.com/film-office/filming-guidelines>).

Library staff may stop any filming session that appears to interfere with library operations, compromise public safety or security and/or jeopardize the integrity of the Berkeley Public Library.

Reviewed by:		3-20-14
	Director of Library Services	Date
Approved by:		3-19-14
	Chair, Board of Library Trustees	Date