

NCW Libraries Filming and Photography Policy

Revised 7.20.2023

Policy:

It is the policy of North Central Washington Libraries (“NCW Libraries” or the “Library”) to allow casual and professional filming in and around the district’s facilities as well as at public events, subject to certain restrictions.

Such photos and or filming are not to impede the public’s use of NCW Libraries facilities, NCW Libraries staff’s delivery of services to the public, or an individual’s expectation of privacy in a public space.

Purpose:

The intent of this Policy is to give guidance to the public and members of the media who wish to photograph and or film at NCW Libraries’ facilities.

Statement of Policy:

NCW Libraries facilities and grounds are public spaces and as such, the public may take photographs or videos in the public areas of the library. Photography and videotaping are not permitted at Library facilities and/or Library grounds when doing so violates an individual’s reasonable expectation of privacy and takes place in a location where an individual has a reasonable expectation of privacy (such as bathrooms, offices, staff only workspaces, and designated non-public areas of the library).

Except as otherwise provided herein, only handheld cameras may be used for filming or photography. To protect patron safety, and avoid liability and other concerns, the use of additional equipment, such as tripods or lighting is not permitted.

Given the public nature of its facilities, the Library cannot prevent and is not responsible for incidental filming or photography of Library visitors or patrons. Persons filming or photographing on or within NCW Libraries premises

have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. The Library undertakes no responsibility or liability for obtaining these releases.

NCW Libraries staff members may terminate any filming or photography that appears to be unwelcome or to interfere with a patron’s use of the District or the District’s ability to conduct business. District staff members will intervene if filming or photography appears to potentially compromise public safety or security, or in response to patron complaints that a filmer or photographer is harassing the patron and lacks consent to film, photograph or otherwise record the patron.

News Media Photography and Videography:

NCW Libraries welcomes news media photographers and reporters who are doing stories or projects that directly involve the Library and its programs, resources and services. Media representatives or other entities who want to take video or photographs in the Library for news, commercial or other published use must receive advance authorization from the Communications Office and acquire consent from any patrons, or guardian of minors, whose picture or footage may be published or broadcast.

Photography and Filming by Library Staff:

NCW Libraries reserves the right to document its services and the public's use of the Library by taking photographs and making video or audio recordings of its programs, classes and events, activities and their participants for use in communications such as print and online communications, news media relations, advertising, social media, or other communication materials.

By the enactment of this policy the Board of Trustees of North Central Washington Libraries is concurrently rescinding any prior policy or procedure within NCW Libraries that is either in conflict with or expansive of the matters addressed in this policy.