

Photography and Filming Policy

PURPOSE

The Pewaukee Public Library Board of Trustees permits photography and filming on Pewaukee Public Library [Library] property and at Library sponsored events under the conditions described herein and only to the extent that it does not interfere with the operations, programs and activities of the Library, and is consistent with the Library's policies and procedures.

GUIDELINES FOR MEDIA OR COMMERCIAL PHOTOGRAPHY OR FILMING

Commercial or media photography or filming may occur on Library property but requires prior written permission and approval of the Library Director or designee. Such approval shall contain the conditions under which the photography or filming will take place, and will address the rights and ownership of the photos or film. For such requests, contact the Library Director at 262-746-0920.

Any consent granted pursuant to this policy may be revoked at any time by the Library Director or designee upon failure to comply with terms of this policy or other Library rules and regulations.

GUIDELINES FOR AMATEUR PHOTOGRAPHY OR FILMING

Casual amateur photography and filming is permitted in all publicly accessible areas on Library property, provided that the photography does not interfere in any way with Library operations pictures are not taken of unknown individuals.

PHOTOGRAPHY AND FILMING BY PEWAUKEE PUBLIC LIBRARY STAFF

Library staff may capture photos and video of staff, volunteers and members of the public from public, library sponsored programs and events. This media may be used to promote and publicize the Library's programs, services and collections.

Permission of individuals is not required if crowd pictures or film is taken at a public meeting, Library event or program and if individuals are not named or otherwise identified. The following notice will be posted:

“We will be taking photographs and/or video today to use for marketing and promotion. If you do not want your image taken or shared, please let staff know”.

Permission of individuals will be required if pictures or film is taken of individuals or small groups. Library staff will obtain written consent from each individual before using any photograph or footage for promotional purposes. Adults will need to provide consent by signing the Library's Photography/Filming Release Form. For children (under 18 years of age) consent will need to be provided by their legal guardian by signing the Photography/Filming Release Form.

LIABILITY

The Library accepts no liability for the use of photos or film resulting from an activity from any person not employed by the Pewaukee Public Library.

Any person photographing or filming on Library premises have the sole responsibility for gaining all necessary releases and permissions from persons who are photographed or filmed. Furthermore, the photographer is solely responsible for ensuring that no copyright infringement occurs. While conducting their activity. The Library is not responsible for obtaining such releases.

RIGHTS OF THE LIBRARY

The Library reserves the right to enforce all above provisions at its' sole discretion. The Library's first priority is fulfilling the mission of the Pewaukee Public Library, and as such has the right to terminate the activities of any person whose actions are inconsistent with this mission. As well, staff may terminate any photography or filming which appears to compromise the safety, security, and privacy of its patrons.

Adopted by the Pewaukee Public Library Board of Trustees: October 20, 2021; Dale Noll,
Library Board President