



Photography and Filming Policy

Manlius Library strives to serve as a community center providing free and equal access to cultural, intellectual, and informational resources for all community members. We pledge to deliver the highest quality library services to our community and to provide a safe and welcoming atmosphere conducive to learning, sharing, and working. To achieve this, we ask our patrons to conduct themselves in a respectful, orderly, and considerate manner, in accordance with library policies.

It is the policy of Manlius Library to permit filming and photography under the conditions described herein only to the extent that it does not interfere with the operations, programs, and activities of the Library.

Filming and Photography is permitted in Library facilities as follows:

- Classes or events sponsored by Manlius Library may be photographed or video-recorded by the Library's staff or its representatives. Attendance at a Manlius Library sponsored class or event constitutes the consent of all attendees, and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or videos at the sole discretion of Manlius Library.
- Casual amateur photography, filming, and videotaping is permitted in the open areas of Manlius Library facilities for patrons and visitors, provided that the photography does not interfere in any way with Library operations or capture any identifiable likenesses of individuals without their permission. Any such photographers are responsible for arranging all necessary releases and permissions from persons who are filmed or photographed. Under no circumstances may anyone take a photo or film a Library patron without the consent of the patron, or their parent/guardian, if a minor.
- No commercial or media photography or filming may occur in Library facilities without the prior written permission and approval of the Executive Director. Such approval shall contain the conditions under which the commercial/media photography or filming will take place and address the rights to ownership of the photos/films.
- The Library may utilize photos and videos from public programs and events at Library facilities and Library spaces on its website and in Library publications. Photos, images, and videos submitted to the Library by users for online galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.
- Any consent granted pursuant to this Policy to permit photography or filming may be revoked at any time upon failure to comply with terms of the Policy or other rules and regulations of the Library.

Approved by Manlius Library Board of Trustees April 23, 2020