



WASHINGTON PARISH LIBRARY

Filming, Photography, and Recording Policy

Filming and photography are allowed as described in this policy only to the extent that they 1. do not interfere with the mission and operation of the Washington Parish Library and 2. do not disrupt the activities of our patrons. The Washington Parish Library and its grounds serve as limited public forums subject to reasonable time, place, and manner restrictions. Sidewalks around our libraries are traditional public forums, defined as places held in trust of the public to use for free speech and other activities protected by the First Amendment.

The Washington Parish Library is within its rights to limit filming and photography on library properties or inside facilities when such restrictions serve Library purposes. Foremost of these is ensuring the right of library patrons to acquire knowledge and information freely and confidentially without scrutiny, intimidation, or distraction by others. Consistent with the policies of other public libraries, Washington Parish Library staff may film, photograph, or record Library-sponsored programs or events at its discretion for publicity purposes.

Guidelines

La R.S. 44:13 protects library patrons' right to the expectation of privacy when using their public library. In accordance with this and with the Supreme Court decision *Katz v. United States*, 389 U.S. 347, any persons or organizations/groups filming, photographing, and/or recording on Washington Parish Library premises have the sole responsibility for gaining all necessary releases and permissions from persons who are filmed, photographed, or recorded, if applicable. The Washington Parish Library undertakes no responsibility for obtaining these releases.

Katz v. United States (389 U.S. 347) held that the Fourth Amendment “protects people, not places” and what a person “seeks to preserve as private, even in an area accessible to the public,” may be constitutionally protected.

Filming, photographing, and/or recording are prohibited in designated Staff Only areas of Washington Parish Library, as well as in areas where there is an expectation of privacy, such as the public restrooms.

Persons or groups/organizations filming, photographing, and/or recording in the Library may be asked to stop if their activity interferes with the ability of Library

personnel to complete their work or with a patron's ability to utilize the Library's services and/or resources.

Amateur Photography

Casual amateur photography, filming, or recording is permitted in Library facilities for patrons and visitors wanting a remembrance of their visit, provided that other library users are not captured in any such photographs, films, or recordings without their permission.

The use of additional equipment such as lighting is not permitted.

Photography and recording of events in the meeting rooms may only be allowed with the permission of the organization or individual hosting the event. It is the sole responsibility of the photographer to obtain that permission.

News Media Photography

Washington Parish Library has an open-door policy for news media photographers and reporters who are doing stories or projects that directly involve the Library and its programs with advanced authorization, which is preferred and can be obtained from Library Administration.

For non-Library events and meetings, news media photographers and reporters must receive authorization from the presenting group, organization, or individual and must notify Library Administration that they have received such authorization.

The Washington Parish Library does not allow the news media to use the inside of its facilities as a backdrop for stories or projects that do not relate to the Library itself or allow access to Library patrons for opinion polls or "person on the street" interviews without prior authorization from Library Administration.

Documentary-type Photography for Publication or Broadcast

Washington Parish Library permits photography of its premises and activities when the use of the photographs involves the Library directly, such as:

- Books
- Articles
- Library-sponsored meetings and events

- Videos about Washington Parish Library, its resources, or its services
- As part of a piece used to describe our community.

Individuals or organizations with a documentary requirement must obtain authorization in advance from Library Administration prior to commencing any documentary-related activities.

Commercial Photography

Washington Parish Library does not permit commercial photography on its properties or inside of its facilities without the written permission of the Library Director. This includes but is not limited to: using Library buildings, grounds, or interiors as a stage set for portraiture, model photography, or product photography, or filming used to advertise goods or services unrelated to the Library for commercial sale or promotion.

Film Industry

The Washington Parish Library will permit the use of its facilities for filming-related projects where a library setting is applicable if the project:

- Does not interfere with the mission or operations of the Library
- Is in accordance with the rest of this policy, and
- Avoids any relation to political campaigns or to partisan issues.

Such projects require the approval of the Library Director, with all details coordinated in advance.

Filming may take place only during hours when the Library is closed, and all equipment must be removed during the Library's operating hours, unless approved otherwise by the Library Director.

Fees, as determined by the Washington Parish Library Board of Control, may apply for using the Library as a set.

Photography for Groups and Non-Library Events in Meeting Rooms

Groups, organizations, or individuals holding meetings or events in Washington Parish Library's meeting rooms may arrange for photography, filming, or recording

during their event. However, they shall get prior approval from Library Administration before arranging for news media during their event.

Photographing, filming, or recording at meetings or events requires the permission of the group, organization, or individual hosting the meeting or event.

Photography, filming, or recording at such meetings and events is restricted to the space reserved by the organization, group, or individual and may not take place in other areas.

The event organizer must make an announcement at the beginning of the meeting or event that they have allowed photography, filming, and/or audio recording.

Any event attendee not wanting to be photographed, filmed, and/or recorded will need to speak with the event organizer.

Washington Parish Library undertakes no responsibility for obtaining this permission.

Library Staff Responsibility

Library staff may terminate any photo, filming, or recording session that appears to compromise public privacy, safety, or security, or violates a Washington Parish Library policy.

Library personnel necessary to open, secure, or remain on the premises during any event where filming, photographing, or recording occurs will need to arrange scheduling through their direct supervisors and Library Administration.

Washington Parish Library frequently engages in photographing, filming, or recording Library programs and events, on- and off-site, for its own publicity and promotional purposes.

- Staff may document any activity on behalf of the Library in these ways.
- When doing so, they will wear a badge identifying their employment and position.
- Washington Parish Library will ensure adequate signage is posted about possible filming, recording, or photography during Library-sponsored events.

- Stickers that indicate that a person does not wish to be filmed shall be available during Library events to help staff recognize who has not agreed to be recorded.
- Members of the public must immediately notify the Library staff if they do not want to be photographed, filmed, and/or recorded in order to receive a sticker.
- While it is not always possible to completely avoid filming and/or photographing those who do not consent, the Library staff will blur the image of any persons captured without consent.