

LINCOLN PARISH LIBRARY PHOTOGRAPHY AND MEDIA RECORDING POLICY

The photography and recording described below is allowed only to the extent that it does not interfere with Library operations, services, programs, and activities and is consistent with the Library's Rules of Conduct. Note that any persons photographing or recording on Library premises have sole responsibility for gaining all necessary releases and permissions from persons who are photographed or recorded. The Library undertakes no responsibility for obtaining these releases. Permission to photograph or record may be revoked at any time if the activity fails to comply with this policy or is disruptive to the Library's operations. Library staff may terminate any photo or recording session that appears to compromise public safety or security.

Photography and Recordings for Library Use

Library property is considered public property and for that reason, programs and events sponsored by Lincoln Parish Library may be photographed or recorded by the Library's staff or its representatives. Attendance at a Library-sponsored program 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 recordings at the sole discretion of the Lincoln Parish Library.

Photos and recordings 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 individuals and children, full names will not be used when identifying individuals without written approval from the individual or the child's responsible adult. If a patron does not want the Library to use a photo or video of them or of their child, they must inform the Library staff member who is coordinating the event or the staff member who is taking photographs or making any recordings. Please note that photos and recordings are often posted during programs and events, so the sooner staff is made aware the better.

News Media Photography and Recordings

The 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. Advanced notice of such photography or recordings is appreciated.

The Library does not grant permission for news media to use its facilities for stories or projects that do not relate to the Library; however, research photography of the Library's materials and resources is permitted within certain limitations (see "Research Photography" section below).

The Library does not allow access to Library users for opinion polls or "man on the street" interviews within its facilities or on its grounds.

Photography and Recordings for Groups and Non-Library Events in the Library

Groups holding meetings in Library facilities may arrange for photographers and news media during their event. Photography and recordings for such events is restricted to the space reserved by the group and may not take place in other areas of the Library. Recording may not imply that the Library endorses or sponsors the event.

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Documentary-Type Photography and Recordings for Publication or Broadcast

The Library permits photography or filming of its premises and activities when the use of the photographs or recordings involves the Library directly, e.g., books, articles, or videos about the Library, the Library's position in Lincoln Parish as a tourist or learning destination, or as part of a piece used to describe our community's environs. Advance authorization for large projects must be obtained from the Library Director.

Non-profit Photography and Recordings

The Library welcomes non-profit organizations that fit within the Library's mission to photograph or record media for promotion of the organization. Advanced authorization for large projects must be obtained from the Library Director.

Commercial Photography and Recordings

The Library does not permit commercial photography or recording used to advertise goods or services unrelated to the Library for sale or promotion.

Research Photography and Recordings

The Library permits research photography or recording of its materials and resources within certain limitations. Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the Library. Please discuss your needs with a staff member and obtain advance authorization before planning your project.

Amateur Photography and Recordings

Casual amateur photography or recording is permitted in Library facilities for customers and visitors wanting a remembrance of their visit, provided that the photography or recording does not interfere in any way with Library operations or capture any identifiable likenesses of individuals without their permission.

Movie Industry

The Library will permit use of its facilities by the movie or music industry for recording major entertainment projects where a library setting is needed, if the project does not interfere with the Library's operations, is in accordance with the rest of this policy, and does not advertise or promote commercial products. Filming may not be related to political campaigns or to partisan issues because Lincoln Parish Library wishes to avoid any appearance, no matter how slight, of impropriety or impression of political preference. These projects must be approved in advance through the Library Director, with details worked out in advance with the Library. Such filming may take place only during hours when the Library is closed, and all equipment must be removed during the Library's operating hours. 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 company.

Approved by the Board of Control July 18, 2024