

## Request to Film or Photograph in the Library

The library has adopted policy to help maintain a balance between the right to free expression and the need to ensure a conducive and respectful environment for all library users. The library is a public place, but is considered a limited public forum under federal law. A limited public forum refers to spaces that are publicly accessible but where certain restrictions can be placed on free speech activities. In the context of the library, while individuals may have the right to express themselves freely to some extent, there are limitations in place and outlined in our policy (**MGT-8 Photography and Videography on Library Premises**) to ensure that other patrons can also enjoy the space without undue interference or discomfort. We have this policy in place to assure that guests of the library are not being recorded without consent, or that the such recording would violate guest privacy or cause disruption to guest activities.

Those wishing to film or photograph in the library should follow the following guidelines and restrictions:

### Guidelines:

Any person wishing to photograph or video inside the library must receive advance consent from the on-site manager. To do so, please complete the following steps:

- Complete this form and give it to a library staff member.
- If a manager is available to review the form, they will do so at the time of the request.
- If no manager is available to review the form, the requester will not be permitted to film/photograph until the request has been reviewed and approved by a manager.
  - Requests will be reviewed within 2 business days of date of the request.
  - Once the request is reviewed, the manager will contact the requester with an approval or denial and the reason for such. If approved, the manager will contact the requester to communicate any pertinent guidelines and information at that time.

### Restrictions:

- Individuals who have received approval to film or photograph must also ask for and be granted consent by any individual, staff member(s) and/or library guest(s), who may appear in the photograph or video recording prior to filming or photographing.
- Photography/videography for commercial purposes is not permitted without approval by the library director.
- Photography and/or videography in "staff only" areas is not permitted.
- Those photographing or filming may not cause disruption to regular library operations.

Requesters Name (First & Last): \_\_\_\_\_ Date: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

What is the general purpose of the filming/photographing:

Academic Related       Commercial or Promotional       Personal

Please provide a brief description of the intended purpose for filming/photographing:

\_\_\_\_\_

\_\_\_\_\_

Staff Use

Manager Reviewing Request \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

W-TCPL Location: \_\_\_\_\_ Status of Request (Approved or Denied): \_\_\_\_\_

If Denied, Reason: \_\_\_\_\_