

Library Photography and Filming Policy  
Abbott Library, Sunapee NH

The Library's Photography and Filming Policy has been established in order to create an environment that is welcoming and comfortable for all, and to maintain patrons' privacy regarding Library materials, access and usage. It is the policy of the Library to permit photography, recording and videography under the conditions described in this policy, and only to the extent it does not interfere with the operations, programs, and activities of the Library, does not cause disruption, and is consistent with the Library's Mission Statement, Code of Conduct and the following specific provisions.

The specific provisions of this policy are set forth below:

1. Classes or events sponsored by the Abbott Library may be photographed, recorded or filmed by Library staff or its representatives. Attendance at a 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, recording or videography at the sole discretion of the Abbott Library. Individuals who object to being photographed, recorded or filmed may request to be accommodated by Library staff. Such accommodation may include, but not be limited to, placement in a manner to avoid being photographed, recorded, or filmed.
2. The Library may utilize photos and videos from public programs and events at Library facilities and Library spaces on its website, social media platforms, and in Library publications. Photographs, images, and videos submitted to the Library by members of the public for online galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of all individuals, including children, individuals in photographs or images will not be identified by full name or personal identifying information without written approval from the photographed subject, parent, or legal guardian. *See Photo Consent and Permission Release form.*
3. Casual amateur photography, recording, and videography is permitted in the public areas of the Library facilities to include the building, physical displays, shelves, books and other physical items provided that it is not disruptive, does not interfere in any way with Library operations and does not record or capture any Library records that contain names or other personal identifying information regarding the users of the Library, its archival records related to the circulation, and use of library materials or services, including such information stored in electronic form as per NH RSA 201-D:11 (see appendix). Any such photography or recording must not interfere with patron use.
4. Filming and/or photographing of private staff offices and workspaces, and other non-public areas and areas where privacy is expected (e.g. bathrooms) is prohibited.
5. **Under no circumstances may anyone take a photo, record or film a Library patron, members of the public, Library Staff on duty, or visitor without the explicit prior consent of the individual, or the parent/guardian if they are a minor.** In addition, if the photographer/videographer intends to use Library patron images on social media or in any other public forum, notice of that intent must be provided when consent is requested.

6. We ask that you refrain from the use of flash equipment in reading rooms and other areas which might disturb Library users.
7. Equipment such as tripods may not obstruct passageways or cause disturbances to Library users.
8. No commercial or media photography, videography or recording may occur in Library facilities without the prior written permission and approval of the Library Director. This includes both professional and amateur photographers or videographers who want to use the Library facilities for projects. Such approval may contain conditions under which the commercial/media/amateur photography or filming will take place. *See Request to Photograph or Film in the Library form.*

Any consent granted pursuant to this Policy to permit photography, recording or videography may be revoked at any time upon failure to comply with the terms of this Policy, other rules or policies of the Library or state law. As a general rule, Library users who do not follow these rules will receive one warning by staff. Library users who commit another violation after the warning will be told to leave the building. Repeated disregard for the rules of conduct may result in the suspension of Library privileges.

- *Request to Photograph or Film in the Library form*
- *Adult Permission and Minor (children under 18) Permission for Filming form*

Approved by the Abbott Library Board of Trustees - 26 November 2024  
Revised and approved by the Abbott Library Trustees – January 28, 2025

**Appendix to Abbott Library and Filming Policy**

**RSA 201-D:11 Library User Records; Confidentiality. –**

**I. Library records which contain the names or other personal identifying information regarding the users of public or other than public libraries shall be confidential and shall not be disclosed except as provided in paragraph II. Such records include, but are not limited to, library, information system, and archival records related to the circulation and use of library materials or services, including records of materials that have been viewed or stored in electronic form.**

II. Records described in paragraph I may be disclosed to the extent necessary for the proper operation of such libraries and shall be disclosed upon request by or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute.

III. Nothing in this section shall be construed to prohibit any library from releasing statistical information and other data regarding the circulation or use of library materials provided, however, that the identity of the users of such library materials shall be considered confidential and shall not be disclosed to the general public except as provided in paragraph II.

**Photo Consent and Permission Release**  
*(To be used if names will also be published.)*

**Adult Permission Release**

I give permission to Abbott Library to use my photo on the libraries' website and/or in library promotional materials.

I release and hold harmless the library and its agents and employees from and against any claims or liability arising from or related to the use, publication or distribution of the photographs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Please print

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**Minor Release: For Persons 17 and Under**

I am the parent or legal guardian of \_\_\_\_\_ and I give permission to Abbott Library to use their photo on the libraries' website and/or in library promotional materials.

I release and hold harmless the Library and its agents and employees from and against any claims or liability arising from or related to the use, publication or distribution of the photographs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Please print

**REQUEST TO PHOTOGRAPH OR FILM IN THE LIBRARY**

*To be filled out by patron.*

*Please print.*

Name of Organization and/or Individual \_\_\_\_\_

Name of Person Completing Form \_\_\_\_\_

Relationship to Organization \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Date and Time of Proposed Photographing/Filming \_\_\_\_\_

Describe the Purpose of Photographing or Filming \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any persons photographing and filming in the Library or on Library premises must comply with the Library's PHOTOGRAPHING AND FILMING POLICY (see attached).

\_\_\_\_\_ *Date*

\_\_\_\_\_ *Signature of person completing the form.*

**FOR LIBRARY USE ONLY**

Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

\_\_\_\_\_ **Abbott Library Management**

*A copy of this form should be retained by the applicant.*