



Trumbull Library System Filming, Photography and Recording Policy

The priority of the Trumbull Library System is to provide library services to the Trumbull community in a manner which is consistent with the Library's Mission Statement. The library should be a welcoming place, free of harassment and conducive to the uninterrupted pursuit of culture, entertainment and knowledge. Filming, photography and recording are only permissible to the extent that they do not interfere with the provision of library services and respect the limited public forum which the library provides.

"Facilities like libraries ... are considered to be limited public forums or non-public forums for purposes of the First Amendment. In limited or non-public forums, the government agency administering the space is only obligated to allow those First Amendment activities that are consistent with the nature of the forum, even if the facility is open to the public." (OIF, American Library Association, Oct. 2, 2019)

The following are the guidelines for filming, photography and recording while in the library:

1. Filming, photography and recording must not interfere with anyone's enjoyment or use of the library.
2. The photographer or recorder must honor the requests of anyone who does not wish to be filmed, photographed or recorded.
3. Minors may not be filmed, photographed or recorded without the consent of a parent or guardian.

The library reserves the right to terminate any video, photo, or recording session if library staff determine that it is in violation with the above guidelines or inconsistent with public safety. Persons filming, photographing or recording who refuse to comply with the guidelines or policies as continued below will be found in violation of the Patron Conduct Policy and will be required to leave the premises.

Any persons filming, photographing or recording on library premises shall have sole responsibility for gaining all necessary releases and permissions from persons who are filmed, photographed or recorded. The library assumes no responsibility for obtaining these releases.

News Media Filming, 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. Advance written authorization for such photography must be obtained from the Library Director or Assistant Director at least 24 hours prior to the scheduled event (please call 203-452-5197). This will enable staff to be aware that someone intends to film, photograph or record.

The Library does not grant permission for news media to use its facilities for stories or projects that do not relate to the library itself; however, research photography of the library's materials

and resources are permitted within certain limitations (see "Research Photography" section below). Use of Library facilities as interview venues for unrelated stories is not permitted, and access to library patrons for opinion polls or "man on the street" interviews within its facilities is also not permitted.

Documentary-Type Photography or Recordings for publication or broadcast

The Library permits photography of its premises and activities when the use of the photographs involves the library directly, ie. books, articles, or videos about the library itself, the library's position as a part of the civic life of Trumbull, or as part of a piece used to describe our town's environs. Written authorization must be obtained at least 24 hours in advance from the Library Director or Assistant Director.

Commercial Filming, Photography or Recordings

The Library does not permit commercial photography or recordings on or in its facilities. This includes, but is not limited to, using library buildings, grounds or interiors as a stage set for portraiture, model photography, commercial podcasts and product photography. It includes photography or filming used to advertise goods or services unrelated to the Library for commercial sale or promotion.

Research Photography

The Library permits research photography 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.

Amateur Filming, Photography and Recording

Casual amateur photography and videotaping is permitted in library facilities for patrons and visitors wanting a remembrance of their visit. The use of additional equipment such as lighting is not permitted.

Photography for Groups and Non-Library Events in the Community Rooms or Meeting Rooms

Groups arranging meetings in the Community Rooms or Meeting Rooms may arrange for photographers and news media during their event. Filming, 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.

This policy is subject to change at the discretion of the Trumbull Library Board of Trustees.

Adopted by Trumbull Library Board of Trustees 6/24/2021