



BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

802-254-5290~info@brookslibraryvt.org

Photography and Video Recording Policy

The Brooks Memorial Library may accommodate requests for photography or video recording provided such photography or video recording does not interfere with ordinary library operations or patrons' rights to privacy. This privilege is at the reasonable discretion of the Library Director or appropriate designee. The Library Director may limit photography or video recording by individuals whose activities interfere with library operations, adversely affect public safety, or cause public disturbances. The Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

For purposes of this policy, photography or video recording refers to all current and future static, still, or video imaging.

PHOTOGRAPHY AND VIDEO BY PATRONS AND PUBLIC

Individuals who photograph or video record inside the library must honor requests from patrons and staff who do not want to be included in photos or video recording.

If the photography or video recording requires a significant amount of time and/or equipment setup, the library must be contacted 48 hours prior to photographing or video recording so that proper accommodations can be made.

In all instances, the Library Director or designee reserves the right to end the photography or video recording if it results in disruption of the ordinary library environment or operations.

The library accepts no liability for the use of photos or video recording resulting from this activity.

In order to photograph or video record the library's Fine Arts Collection, the *Application for Permission to Photograph Materials in the Special Collections* must be completed.

Photography or video recording of all non-library owned pieces may be allowed only after obtaining appropriate permission from the artist.

LIBRARY SPONSORED PHOTOGRAPHY AND VIDEO RECORDING

The library hosts many programs that are video recorded for later broadcast on Brattleboro Community Television. The library reserves the right to use photographs or video recording taken at library sponsored programs and events for publicity purposes in a variety of formats. All patrons consent to the library's use of these photos or videos unless they specifically inform staff of an objection when the photos or videos are being taken.



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DAMAGES AND LIABILITY

Any individual using the library shall be held responsible for willful or accidental damage to the Library building, grounds, collections or furniture caused by the individual or group.

APPEAL AND REVIEW

The Board of Trustees of the Brooks Memorial Library will review the Photography and Video recording policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Library Director to waive regulations under appropriate circumstances. The Library Director is the chief person empowered to make decisions regarding photography and video recording within the Library.

Any appeals for changes to, or exceptions to, any portion of the Photography and Video recording policy will be considered. An individual wishing to file an appeal shall submit it to the Library Director in writing. The Library Director will respond in writing.