

**Prince William Public Libraries
Library Policy**

**Policy on Photography,
Videotaping, and Use of Other
Recording Devices**

Page 1 of 2

Issue Date: 1/27/22

Revision Responsibility: Library Director

Supersedes: 1/26/12

Policy on Photography, Videotaping, and Use of Other Recording Devices

Prince William Public Libraries' (PWPL) *primary* mission is to provide library services to the residents of Prince William County and the City of Manassas. Individuals and organizations (including the media) are allowed to use cameras, video camcorders, and other recording devices as long as they abide by the policy set forth here. Photography, videotaping, or use of other recording devices may not interfere with the provision of library services. **Staff will terminate any photography, videotaping, or recording session that appears to compromise public safety or security, or which blocks access to library materials or services.**

Individual Photography/Videotaping

Persons or organizations (including the media) photographing, videotaping, or recording on library premises have the *sole* responsibility for obtaining the necessary releases and permissions from persons who are to be photographed, videotaped, or recorded. Taking photographs or videotaping of a minor requires the permission of the minor's parent or guardian. PWPL undertakes *no* responsibility for obtaining these releases.

Non-PWPL/County organizations wishing to take photographs or video at any PWPL location must coordinate with PWPL's Communications and Marketing Director by phone 703-792-6100 or librarycommunications@pwcgov.org.

Commercial Photography/Videotaping

PWPL does not permit commercial photography or filming within the library, except as follows:

Community organizations holding scheduled events or meetings in PWPL Community Rooms or meeting rooms may arrange for their own commercial photography or videotaping/recording of their event. Such commercial photography and videotaping is *restricted* to the space reserved by the group, and the group is responsible for any necessary releases and permissions.

**Prince William Public Libraries
Library Policy**

**Policy on Photography,
Videotaping, and Use of Other
Recording Devices**

Page 2 of 2

Issue Date: 1/27/22

Revision Responsibility: Library Director

Supersedes: 1/26/12

PWPL Staff Photography/Videotaping

PWPL reserves the right to document its services and the public's use of the library. Official representatives of the library may take photographs, videotape, or use other recording devices within the library and at library-related events and activities for library purposes. These photographs and video may be copied, displayed, published (including on the library's website and social media), and telecast for such purposes as promotion, publicity, and news to inform the public about the library. All such photography/videotaping will be in accordance with library procedures.

This policy extends to photographs and filming by library staff at Friends of the Library and Library Foundation events and at library booths and programs at public events in the community.

...Approved by the Library Board of Trustees January 27, 2022