

**Hoboken Public Library
Filming and Photography Policy
September 26, 2023**

Filming and Photographing

The following guidelines apply to any person(s) wishing to photograph, film, or otherwise record within the Library, including both professionals and amateurs (collectively referred to as "photographers"):

- The taking of photographs or videos or other recordings may not interfere with any patron's enjoyment and use of the Library and its facilities and services, may not create a safety or health risk for any person, and may not interfere with Library staff members' ability to perform their job duties.
- The taking of photographs or videos or other recordings also may not violate any other restriction set out in this policy or violate any other Library policy.
- All photographers must honor a request by any Library patron who does not wish to be photographed or recorded, including requests by parents, guardians, and caregivers not to photograph or record children or other persons under their care. This restriction shall not apply to photographing and recording by Library staff during Library-sponsored programs and events, or to incidental inclusion in group or crowd photos.
- All persons photographing or recording on Library premises are solely responsible for gaining all necessary releases and permissions from persons whom the photographer intends to photograph or record. The Library undertakes no responsibility for obtaining these releases or for any photographs or recordings taken without proper authorization.
- The Library welcomes members of credentialed news media outlets, including photographers, producers, and reporters who are doing stories or projects that directly involve the Library and/or its programs, but requests that all members of the media notify the Library Director or Assistant Director, either in advance or immediately upon arriving at the Library.
- The Library's name, logo, and/or likeness may not be used to project or suggest and express or implied partnership, sponsorship, affiliation or any other type of relationship between the Library and any individual photographer or any person, entity, organization, or cause with whom or with which the photographer may be affiliated or employed.
- The Library does not permit commercial photography or recording within the Library building, including but not limited to personal special celebrations (e.g., related to engagements, weddings, or other special occasions), or using the Library as a stage set for portraiture, model photography, product photography, or as a recording location for television or online advertising, regardless of whether the advertised goods or services relate to the Library.
- Photographers who violate this policy will be asked to stop photographing or recording and, if they refuse, may be asked to leave the Library.