



## PHOTOGRAPHY AND FILMING POLICY

Effective Date: (MM/DD/YYYY)	Approval Date (MM/DD/YYYY)
Supersedes P&P: Photography and Filming Policy	Previous version dated: (09/17/2008)
Final approval by:  (LIBRARY DIRECTOR SIGNATURE)	

### 1. PURPOSE

To ensure equitable and consistent access to the public to capture video and images on library buildings and grounds.

### 2. POLICY

The Library's most significant priority is to provide library services to the community in accordance with the library's mission. It is the policy of the library to provide library users with a safe and disruptive free experience at the library.

### 3. ORGANIZATIONS/DEPARTMENTS AFFECTED

All Anchorage Public Library locations and everywhere the Library provides services, including but not limited to Library property and at outreach events.

### 4. REFERENCES

P&P 01-01

Library Code of Conduct

### 5. DEFINITIONS

Library Administrator – the Library Director or designee, Communications Coordinator, Facility Manager or if a Branch Library the Branch Manager and designee.

Library Mission – Connecting people to education, information, and community.

Library Property- Loussac Library building and grounds excluding Assembly Chambers or designated Anchorage Assembly meeting rooms. Branch libraries buildings

Library Services- Checking out or reviewing library materials, attending library sponsored events, meeting in private groups, interacting with library staff, using computers, or individual activities such as studying or quiet contemplation.

## 6. RESPONSIBILITIES

- 1) The Library Administrator reserves the right to disallow or terminate any photography or filming which:
  - a) Violates the Library *Code of Conduct* or policies
  - a) Interferes with the safety or security of library patrons, staff, or facilities
  - a) Disrupts or inconveniences normal library use
- 2) The library may request a copy of any publication or video footage used with the intent to make a profit for inclusion in the Library's collections (if deemed appropriate and is reasonably feasible).
- 3) Groups renting Library facilities may arrange for photographs and filming during their event. Photography or filming is restricted to the library facility reserved by the group. Any photography or filming outside the library facility reserved by the group shall be in accord with this policy.
- 4) All photographers and videographers are responsible for securing all necessary permissions and releases.
- 5) Photographing and filming may be done only when the library is open unless otherwise authorized by the Library.
- 6) All users are responsible for obtaining their own permissions when photographing copyrighted material in the library.

## 7. PROCEDURE

- a) **Photography or filming consistent with or incidental to normal patronage to receive library services.** Photography and filming of this nature is always allowed, provided that it is not disruptive to or interferes with Library operations and the privacy of patrons is respected. Examples of this type of filming or photography include, but are not limited to:
  - a) Parents filming or photographing their children;
  - a) Photography or filming for personal use
  - a) Other filming or photography consistent with normal use of library services.
- a) **Filming inconsistent with normal patronage to receive Library services.** All users photographing or filming in a manner that differs from the above category must first notify the Library Administrator. The Library Administrator may, at their discretion, refuse or allow this type of filming or photography and may halt any disruptive filming or

photography. Examples of this type of filming or photography include, but are not limited to:

- a. Filming or photographing with the intent to make a profit;
- b. Filming or photographing for the purpose of news media;
- c. Filming or photographing with the use of supplemental equipment such as lighting, backdrops, multiple cameras, tripods, props/furniture, etc.;
- d. Filming or photographing outside of normal Library hours;
- e. Filming or photographing a subject not related to normal Library services.

### 8. ANNUAL REVIEW DATE/LEAD REVIEW RESPONSIBILITY

The Communications Coordinator shall review this document for approval by APL’s Leadership Team every five years for any needed revisions.

List reviews and/or edits for the previous 10 years		
Review Date	Review Personnel	Review/Edit
5/28/2025	Library Director	Review
5/28/2025	Leadership Team	Review/Edit
5/24/2025	Communications Coordinator	Edited
10/29/2024	MOA Legal	Review

**Recommended for approval by: (LIBRARY DIRECTOR NAME, DATE)**

**Approved by: (MOA LEGAL REP NAME, DATE)**

**Zachary Swartz , October 29, 2024**

**Approved by: (MUNICIPAL MANAGER NAME, DATE)**