POLICY 308
USE OF PHOTOGRAPHIC, VIDEO AND SOUND RECORDING EQUIPMENT

The use of photographic, video and sound recording equipment is prohibited on library premises unless specific permission is granted by the Board of Library Trustees. If the timeliness of a response is critical, the Library Director, or appropriate Library authority may grant permission. It is the responsibility of the requesting individual or agency to comply with all laws and regulations regarding copyrighted materials.

If permission is granted, it will be the responsibility of the person making the request to secure signed releases from any patrons who may appear in the photograph or recording. Copies of all such releases must be submitted to the library before recording or photographing can commence. Parents or legal guardians must sign releases on behalf of their minor children.

In addition, the photographing, video or sound recording of any performance, lecture or other presentation in Gold Hall, the Boehm Five Towns Forum Meeting Room or the Cranin Courtyard is also prohibited without the additional, written permission of the performers. This written permission must accompany the request to the Library.

Failure to adhere to this policy may result in a request that the patron leave the premises.

Adopted, Board of Library Trustees, May, 2003