

# Marlow Town Library: Filming, Photography, and Recording Policy

Approved 9/19/2022

As described below, the Marlow Town Library(MTL) allows filming, photography and recording, provided they do not interfere with our mission, delivery of library services, or violate our patrons' right to privacy.

MTL is within its rights to limit filming and photography on library properties or inside facilities when such restrictions serve Library purposes. Foremost of these is ensuring the right of MTL patrons to acquire knowledge and information freely and confidentially without scrutiny, intimidation, or distraction by others.

## **I. District Procedures**

A. **Any** person filming, photographing, and/or recording on MTL premises has sole responsibility for gaining all necessary releases and permissions from persons who are filmed, photographed, or recorded.

B. Written parental permission is required for children under age 18 as they are unable to grant permission for themselves.

C. MTL undertakes no responsibility for obtaining these releases, unless we are the photographers.

## **II. Amateur Photography**

A. Casual amateur photography, filming, or recording is permitted in Library facilities for patrons and visitors wanting a remembrance of their visit, provided no other library users are captured in any such photographs, films, or recordings without their permission, in accordance with C.R.S. 24-90-119, and Supreme Court decision Katz v. United States, 389 U.S. 347. This held that the Fourth Amendment:

**“protects people, not places” and what a person “seeks to preserve as private, even in an area accessible to the public,” may be constitutionally protected.**

## **III. News Media Photography**

A. MTL has an open-door policy for news media photographers and

reporters who are doing stories or projects that directly involve the Library and its programs, with advanced authorization.

B. For non-Library events and meetings, news media photographers and reporters must receive authorization from the presenting group, organization, or individual.

C. The Library does not allow the news media to use the inside of its facilities as a backdrop for stories or projects that do not relate to the Library itself or allow access to Library patrons for opinion polls or “man on the street” interviews without prior authorization.

#### **IV. Documentary-type Photography for Publication or Broadcast**

A. MTL permits photography of its premises and activities when the use of the photographs involves the Library directly, such as:

- i. Books
- ii. Articles
- iii. Library-sponsored meetings and events
- iv. Videos about MTL or one of its facilities or services
- v. MTL’s position in the region as a tourist or learning destination,  
or
- vi. As part of a piece used to describe our community.

#### **V. Commercial Photography**

A. MTL does not permit commercial photography on its properties or inside of its facilities without written permission.

This includes, but is not limited to using Library as a stage set for photography, or filming used to advertise goods or services unrelated to the Library for commercial sale or promotion.