

# LONDON PUBLIC LIBRARY POLICY

**Title: Photography/Videography/Filming Policy**

**Policy Category: Operational**

**Policy No.: O-CP-10**

**Issuing Date: May 7, 2013**

**Revision Date: May, 2017**

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## **PURPOSE :**

The purpose of this policy is to provide direction about photography/videography/filming in any or all London Public Library (LPL) locations.

The purpose of this policy is also to ensure that, in allowing photography/videography/filming in Library locations, an individual's right to enjoy the benefits of the Library is respected and that his or her right to privacy is protected in accordance with privacy legislation, e.g. Municipal Freedom of Information and Protection of Privacy Act, and LPL's policies and guidelines.

## **SCOPE:**

This policy applies to all locations of the London Public Library.

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## **POLICY STATEMENT:**

London Public Library's priority is to provide library services to the community, as described in the Library's vision and mission. LPL endeavours to provide a welcoming and safe environment for the enjoyment of the public and staff so that all persons may enjoy the benefits of the Library. The photography/videography/filming described below is allowed to the extent that it does not interfere with the provision of library services and right to privacy of library users and staff.

Photography/videography/filming is allowed in London Public Library locations. All staff may give this permission in accordance with this policy.

The Library reserves the right to terminate or restrict photography, videorecording and filming that, in its view, cause a disturbance, endanger the safety of employees or library users or violate any policy or law.

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Permission from the Library is required to undertake photography/videography/filming in Library locations and/or on library property. *The rationale for this permission is to ensure that the privacy of patrons and staff is protected - not that taking pictures is forbidden.*

The LPL *Rules of Conduct* (1.3) state that “photographing, filming or videotaping is permitted only with prior permission from Library staff.”

Permission must also be given by persons who are being photographed/recorded/filmed.

Photos/videos/films of a minor are prohibited without the written permission of his or her parent or guardian.

## **Amateur Photography/Videography/Filming**

Casual amateur photography/videography/filming is permitted in library facilities for patrons and visitors wanting a remembrance of their visit.

## **Research Photography/Videography/Filming**

The Library permits research photography of its materials and resources within certain limitations and in accordance with the Copyright Act of Canada. Researchers are responsible for obtaining their own permissions when photographing copyrighted material in the library. Additional permissions must be obtained from the London Room to photograph materials or items in its collections because of complex copyright issues in these areas. Because of these issues, permission to reproduce materials from this department may in some cases be denied. Please discuss your needs with a staff member in this area before planning your project to obtain advance authorization.

## **News Media Photography/Videography/Filming**

The Library has an open door policy for news media photographers and reporters who are doing stories or projects that directly involve LPL and its programs. Advance authorization for such photography can be obtained from the Library's Communications Department.

Professional photographers/videographers, media people and others are responsible for obtaining permission from staff and patrons. *It is not the Library's responsibility to obtain these permissions.*

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## **Commercial Photography/Videography/Filming**

The Library will permit use of its facilities for commercial photography/videography/filming for special life events/occasions, such as weddings, if the project does not interfere with LPL's vision and mission, is in accordance with the rest of this policy and does not advertise or promote commercial goods and services. Permission must be requested in advance of the event. Beyond this, the Library does not permit commercial photography on or in its facilities and/or property. This includes, but is not limited to, using library buildings, grounds or interiors as a stage set for portraiture, model photography, and product photography. It includes photography or filming used to advertise goods or services

## **Movie Industry**

The Library will permit use of its facilities by the movie or music industry for filming major entertainment projects where a library setting is called for, if the project does not interfere with LPL's vision and mission, is in accordance with the rest of this policy and does not advertise or promote commercial products. Filming may not be related to political campaigns or to partisan issues, because the Library wishes to avoid any appearance, no matter how slight, of impression of political preference. These projects must be approved in advance through the office of the CEO & Chief Librarian, with details agreed upon with the Library.

## **Non-library Events in the Wolf Performance Hall, Meeting Rooms and Other Rented Spaces in Library Locations**

Renters of the Wolf Performance Hall, Library meeting rooms and other spaces in LPL locations may arrange for photographers/videographers/filmmakers and news media during their event(s). Photography for such events is restricted to the space reserved by the group and may not take place in other areas of the library. In the case of third party rentals or use of Library facilities, it is the responsibility of the renter/user, rather than a Library staff person, to see that the appropriate (as defined by their organization) procedures are followed.

## **Library-Initiated Photography/Videography/Filming**

Release forms are required for Library-initiated photography/videography/filming including programs and special events. Library-initiated is defined as images/sound taken by Library staff, or by a photographer/videographer/filmmaker engaged by the Library. It is the responsibility of Library staff to ensure these release forms are signed, and to direct the activities away from individuals who have not signed release forms.

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## **INQUIRIES: Communications Department**

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**KEYWORDS: Privacy, photography, videography, filming, photographs, photos, pictures, recording**

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**RELATED DOCUMENTS:**

Copyright Act of Canada

Municipal Freedom of Information and Protection of Privacy Act

LPL Access to Information and Protection of Privacy Policy

LPL Charter of Library Use

LPL Rules of Conduct

**DOCUMENT CONTROL:**

Approved: January, 2006

Revised: May 7, 2013