

# LONDON PUBLIC LIBRARY POLICY

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

**Policy Category: Operational**

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

**Issuing Date: August 19, 2019**

**Revision Date: August 2023**

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## **PURPOSE :**

The purpose of this policy is to establish the context and conditions within which London Public Library (“LPL”/“the Library”) allows photography/videography/filming/live streaming/audio recording on Library premises.

The purpose of this policy is also to ensure that, in allowing photography/videography/filming on Library premises, an individual’s right to enjoy the benefits of the Library is respected and that the person’s 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

- Amateur photography/videography/filming/live streaming/audio recording;
- Research;
- News and public affairs coverage of library events, activities and personalities;
- Commercial and non-commercial production agencies and public broadcasting institutions creating commercial, educational and public interest programs;
- Photography/videography/filming/live streaming/audio recording during rentals of library space, i.e. non-library events in the Wolf Performance Hall, meeting rooms and other rented spaces; and
- Library-Initiated photography/videography/filming/live streaming/audio recording.

## **DEFINITIONS:**

**Premises** means all LPL property, i.e. buildings and land, owned or leased by the Library including the interiors of buildings and exterior spaces such as gardens and parking lots.

## **POLICY STATEMENT:**

Photography/videography/filming/live streaming/audio recording is allowed on Library premises.

London Public Library’s priority is to provide relevant, accessible and high quality library services to the community, as described in the Library’s Purpose. LPL endeavours to provide a welcoming and safe environment for the enjoyment of the public and Library Employees and Volunteers so that all persons may enjoy the benefits of the Library. The

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photography/videography/filming/live streaming/audio recording described below is allowed to the extent that it does not interfere with the provision of library services and right to privacy.

Permission from the Library and its Employees is required to undertake photography/videography/filming/live streaming/audio recording on Library premises.

Permission must also be given by persons who are being photographed/recorded/filmed/live streamed/audio recorded. The rationale for this permission is to ensure that the privacy of Library users, Employees and Volunteers is protected.

Photos/videos/films/live streams/audio recordings of a minor are prohibited without the written permission of the minor's parent or guardian.

The Library retains the right to refuse any request for photography/videography/filming/live streaming/audio recording on its premises.

The Library reserves the right to restrict or terminate photography/videography/filming/live streaming/audio recording that, in its view, causes a disturbance, endangers the safety of library users, Employees and Volunteers, or violates any Library policy and/or law.

Photography/videography/filming/live streaming/audio recording 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.

Fees shall be levied for any commercial photography/videography/filming/live streaming/audio recording.

## **Amateur Photography/Videography/Filming/Live Streaming/Audio Recording**

Casual amateur photography/videography/filming/live streaming/audio recording is permitted on Library premises provided that the Library's image and reputation are preserved.

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

The Library permits research photography/videography/filming of its materials and resources within certain limitations and in accordance with the Copyright Act of Canada and other legislation governing intellectual rights. Researchers are responsible for obtaining their own permissions when copying copyrighted material in the library. Additional permissions must be obtained from the London Room to copy materials or items in its collections because of the

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fragility of materials and the complex copyright issues in these areas. Permission to reproduce materials from this department may in some cases be denied due to copyright or the condition of materials.

## **News Media Photography/Videography/Filming/Live Streaming/Audio Recording**

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 can be obtained from the Library's Communications Department.

Media photographers and reporters are responsible for obtaining permission from Employees and Library users. It is not the Library's responsibility to obtain these permissions.

## **Commercial, Non-Commercial and Public Broadcasting Photography/Videography/ Filming**

The Library will allow commercial and non-commercial production agencies and public broadcasting institutions creating educational and public interest programs to photograph/videograph/film/live stream/audio record on its premises provided that the Library's image and reputation are preserved.

From time to time, the Library will permit use of its facilities for commercial photography/videography/filming/live streaming/audio recording for special life events and occasions, such as weddings. Permission will be given if the project does not interfere with LPL's Purpose, 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. Fees shall be charged by the Library for the use of space and overhead costs and a damage deposit will be required according to our policies; Meeting Space Use, Rental of Meeting Space and Monetary Charges.

## **Film Industry**

London Public Library supports London's film industry by allowing filming on its premises. This is allowed provided there is no disruption of library service or cost to the library and that the Library's image and reputation are preserved.

Applicants must provide advance notice and meet and agree to the Library's Film Industry terms and conditions.

Fees shall be charged by the Library for the use of space and overhead costs and a damage

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deposit will be required.

A contract outlining all specific terms and conditions will be required along with an insurance certificate covering the duration of the film shoot.

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**

Renters of the Wolf Performance Hall, Library meeting rooms and other spaces in LPL locations may arrange for photographers/videographers/filmmakers/recording engineers and news media during their event(s). Photography/videography/filming/live streaming/audio recording 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 premises, it is the responsibility of the renter/user, rather than a Library Employee, to see that the appropriate (as defined by their organization) procedures are followed.

## **Library-Initiated Photography/Videography/Filming/Live Streaming/Audio Recording**

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

### **INQUIRIES:**

Manager, Communications

### **KEYWORDS:**

Filming, privacy, photography, photographs, photos, pictures, recording, videography, live streaming, audio

### **RELATED DOCUMENTS:**

Copyright Act of Canada

Municipal Freedom of Information and Protection of Privacy Act

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LPL Access to Information and Protection of Privacy Policy

LPL Charter of Library Use

LPL Rules of Conduct

Meeting Space Policy

Monetary Charges Policy

Rental of Meeting Space Policy

**DOCUMENT CONTROL:**

Approved: January, 2006

Revised: May 7, 2013

Revised: August 19, 2019

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Student projects may be allowed but require