



Photography in the Library Policy

I. Purpose

Fairfield Public Library welcomes all visitors to enjoy its resources, programs, and facilities. This policy is designed to balance the library's commitment to public access with its responsibility to protect the privacy of patrons. As a limited public forum, the library may impose reasonable restrictions on the time, place, and manner of photography and filming.

II. General Policy

Photography, filming, and recording are permitted within the library under the following conditions, as long as they do not interfere with library operations, disturb other patrons, or violate the privacy of individuals:

1. Non-Commercial Photography:

- Visitors may take casual, non-commercial photographs or recordings in public areas of the library for personal use, provided they do not capture identifiable individuals without their consent.
- Photography or recording should not interfere with patrons' use of the library or library staff's ability to perform their duties.
- No flash photography or equipment (such as tripods, lighting, etc.) is allowed without prior approval.

2. Photography During Library Programs:

- Library staff may photograph or film programs and events for promotional purposes. Patrons attending library programs should be aware that their images may be captured. If a patron prefers not to be photographed, they should notify staff before the event or program begins.
- External photographers must receive permission from the library director or designee to photograph library events.

III. Commercial and Group Photography

1. Professional, Commercial, or Media Photography:

- Any photography or filming for professional, commercial, or media purposes must be approved in advance by the library director or designee. Requests should include the purpose of the photography, the intended use of the images, and the proposed date and time.
- Commercial filming or photography may be subject to location fees, restrictions on timing, and other requirements at the library's discretion.

2. Group Photography:

- Organizations or groups wishing to conduct a photo or video shoot in the library must submit a request to the library director or designee at least 48 hours in advance.
- Group photography is subject to approval based on the impact on library operations and patrons.

IV. Requests for Permission

To request permission for commercial or group photography or filming, individuals or organizations should contact the library director or designee by submitting a request via email or in writing.

Requests must specify:

- Purpose of the photography or filming.
- The date and time requested.

The intended distribution of the images or recordings.

V. Photography of Minors and Vulnerable Adults

The privacy and safety of minors and vulnerable adults are of paramount concern. Photography or recording of these individuals is prohibited unless:

- Written permission has been obtained from a parent, legal guardian, or authorized representative.
- The library has provided prior approval for photography in specific instances (e.g., children's programs or events, with proper notices posted).

VI. Prohibited Areas

Photography, filming, or recording is strictly prohibited in the following areas to protect privacy and maintain the integrity of library services:

- Restrooms and designated quiet zones.
- Staff-only areas or behind service desks.
- Computer workstations, study rooms, or any area where patrons are using library computers or personal devices.

VII. Right to Refuse or Terminate

The library reserves the right to refuse or terminate any photography, filming, or recording that:

- Disrupts the normal use of the library.
- Violates the privacy of patrons or staff.
- Does not comply with this policy or other library rules and guidelines.

VIII. Enforcement

Library staff will enforce this policy in a fair and reasonable manner. Violations of this policy may result in the individual being asked to stop photographing, filming, or recording, to leave the library premises, or to be banned from future use of the library.

Approved by Trustees 12-9-2024