

## **Photography and Filming Guidelines**

The King Memorial Library (KML) provides library services to the community. Fulfilling the Library's mission is the first priority and the filming and photography described below is permitted so long as it is consistent with the Library's Mission Statement and other policies set forth by KML.

### **News Media Photography**

KML has an open-door policy for news media photographer and reporters who are doing stories for projects that directly involve the library and its programs. Advance authorization for such photography may be obtained from the KML director at (716) 353-9915. Media outlets filming or photographing on Library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. The Library takes no responsibility in obtaining these releases.

### **Documentary-Type Photography for Publication or Broadcast**

KML permits photography of its premises and activities when the use of the photographs involves the library directly, i.e., Books, articles, or videos about the Library, the Library's position in Cattaraugus County as a tourist or learning destination. Advanced authorization must be obtained from the library director (716) 353-9915.

### **Commercial Photography**

KML does not permit commercial photography on or in its facilities. This includes, but is not limited to, using the library buildings, grounds or interiors as a stage for any type of photography or filming used to advertise or services unrelated to KML for promotional purposes.

### **Research Photography**

KML permits research photography of its materials and resources with in certain limitations. Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the library. Additional permissions must be obtained from the library director to photograph materials or items within the library.

### **Amateur Photography**

Casual amateur photography and videotaping is permitted in the library. A permission slip must be obtained from the director or designee prior to taking photos. The name and contact information of the photographer will be kept on file in KML files. Photos/videos are limited to the library buildings and/or inanimate objects for personal use. Photography of materials in KML collections, taking photos of other patrons or the use of additional equipment such as lighting is not permitted.

\*Permission to photograph individual book pages, maps and other items in the library collection for artistic or educational purposes may be granted by board approval.

### **Movie Industry**

KML 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 is in accordance with the rest of the guidelines. Filming cannot create a link between Library and political campaigns, religious affiliation, or

partisan issues. Projects such as these must be approved in advance from the library director. Filming done outside of the library's normal operating hours and involving Library staff to open

**Photography for Groups and/or Non-Library Events in the Library Meeting Rooms**

Groups arranging meeting KML meeting area may arrange photographers and news media during the event. Photography for such events is restricted to the space reserved by the group and may not take place in other areas of the library.

**Photography by Library staff for internal and promotional purposes**

KML staff must have the consent of each individual photographed. Permission forms will be kept on file in KML files.

Machiaslibrary.org, 716-353-9915