

# CUSTOMER POLICIES

## PHOTOGRAPHS, VIDEOS AND PRESS CONFERENCES

### Board Policy:

**DATE REVIEWED: 01/26/2023**

**DATE APPROVED: 01/26/2023**

**EFFECTIVE DATE: 03/01/2023**

**REPLACING POLICY EFFECTIVE: 12/11/2014**

Columbus Metropolitan Library (CML) allows the public to film (photographs and/or video recordings) and hold press conferences within public areas of CML as long as it does not interfere with regular CML business. Photographing/filming to promote a commercial product or service is prohibited within public areas. CML reserves the right to determine times of day, length of photographing/filming time or other restrictions around the request in order to minimize disruption.

### Administrative Procedure:

**DATE REVIEWED: 01/26/2023**

**DATE APPROVED: 01/26/2023**

**EFFECTIVE DATE: 03/01/2023**

**REPLACING POLICY EFFECTIVE: 12/11/2023**

- A. Photographing/filming with a handheld device for personal, non-commercial use is permitted provided the terms of this policy and the Customer Code of Conduct are followed.
- B. Customer and staff activities must be able to continue undisturbed during photographing/filming or while any press conference is taking place within public areas.
- C. Individuals photographing/filming within the public areas are responsible for obtaining necessary permissions from all individuals they photograph/film.
- D. Subject to paragraph H. below, CML's name, logo and/or likeness may not be used to project an explicit or implicit partnership, sponsorship or affiliation with the individual or organization engaged in photographing or filming.
- E. CML requests that individuals and/or organizations who wish to hold a press conference or photograph/film within public areas for reasons beyond personal use and/or with equipment larger than a handheld device receive prior permission from the branch or Main Library division manager and the Marketing and Communications Department at least three (3) business days in advance. Security will be notified upon approval. CML retains discretion to grant exceptions to this procedure.
- F. Members of credentialed media outlets are permitted to photograph/film within public areas without advanced notice due to the immediate nature of news.

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G. Photographing, filming and press conferences will be supported by CML with furniture, equipment and other assistance when the activity is consistent with the purposes of the library or involves/relates to a strategic partner. The nature and extent of any support provided is at the discretion of CML.

H. If staff determines photographing or filming in an area is disruptive, the requestor will be offered the option of booking a meeting room for their needs.

**Related Policies/Forms:**

- Customer Code of Conduct
- Meeting Rooms
- Petitions, Surveys and Solicitations