

## Warminster Township Free Library

### Photography, Filming and Video/Audio Recording in the Library

NOTE: Most of this policy is borrowed from and in agreement with the corresponding policy of our partner organization, the Bucks County Free Library.

#### Policy Statement

The primary focus of the Warminster Township Free Library (WTFL) is to deliver library resources and services to the community. This policy aims to protect the library's ability to support its mission and strategic priorities while permitting the public, media representatives, and WTFL staff to photograph, film, and video/audio record in WTFL spaces according to the terms and conditions of this policy.

While the WTFL is open to the public, its branches are limited public forums which are subject to reasonable time, place, and manner restrictions. These restrictions are enforced to protect the privacy rights of library users and to ensure that there will be no disruption to normal operations or staff ability to conduct regular library work.

Importantly, library users have the right to access the library freely and confidentially without scrutiny, harassment, intimidation, or distraction by others. Photography, filming, and video recording that interfere with an individual's privacy or library privacy policies are prohibited.

All library staff are authorized to enforce this policy, and all visitors must follow the library's Behavior Policy and other publicly available policies, posted at <https://warminstertownship.org/policies/>. Failure to comply with this or other library policies, rules, and regulations or engaging in related activities inconsistent with public safety may result in withdrawal of any granted permission. Depending on the seriousness of the violation, non-compliance may result in banning from the library or a call to 911 without warning.

#### General

Photography, filming, and video/audio recording are prohibited in library restrooms, office areas, and work rooms.

Individuals taking photographs, filming, or video/audio recording on library premises may not interfere with the operations, programs and activities of the library.

Individuals capturing audio through filming or video recording are subject to the prohibitions of and are solely responsible for following the requirements of Pennsylvania's Wiretapping and Electronic Surveillance Control Act, 18 Pa. C.S. §§ 5701-5782, as well as any other applicable laws.

Individuals taking photographs, filming, or video/audio recording on library premises are: solely responsible for obtaining all necessary permissions from library users being photographed, filmed, or recorded.

Individuals taking photographs, filming or recording copyrighted material are solely responsible for obtaining authorization or permission from the owner.

Furniture, equipment, and other library property must not be rearranged or moved beyond what is typical for regular day-to-day library operations and usage.

Publicly available power outlets may be used, but outlet covers must not be removed. Power cords and equipment must not impede access to working areas of the library, including entryways and walkways.

WTFL spaces are not available after hours, except for library-initiated projects.

### **Personal and Private Use Photography, Filming, and Video or Audio Recording**

No authorization is required from the library for personal and private use photography, filming, and video/audio recording by individual visitors or groups as long as these activities are limited to themselves or their group and are in compliance with the law.

Permission is required for photography, filming, and video/audio recording outside of oneself or one's group from an adult library user being photographed, filmed or video/audio recorded. For any minor being photographed, filmed, or video/audio recorded, permission must also be obtained from the minor's parent or legal guardian.

### **Photography, Filming, and Video/Audio Recording by Library Staff**

WTFL frequently engages in photography, filming, and video/audio recording for its own publicity and promotional purposes. WTFL will comply with all aspects of the provisions of the Wiretap Act.

Library staff will make every effort to notify library users when photography or filming are taking place in its facilities. Library users will be advised verbally or through signage that their presence in the library or participation in an event includes consent to being photographed, filmed, or recorded and use of their images unless they indicate otherwise to library staff.

Any images used by WTFL will not be identified using full names or personally identifying information without a written release from the subject or, if a minor, from their parent or legal guardian.

### **Photography, Filming, and Audio Recording of Library Staff**

WTFL requests that those engaged in photography, filming, and video/audio recording on library premises, as outlined in this policy, exercise discretion, respect, and common courtesy toward library staff. WTFL encourages, but does not require, voluntary permission of staff before engaging in such photography, filming, and video/audio recording.

Photography, filming, and video/audio recording may not disrupt staff members' work.

Any requests to interview WTFL staff must be directed to a library manager, as addressed in this policy.

Library users may comment on this policy or appeal any actions taken by library staff to enforce this policy by submitting their concern in writing to the Warminster Township Free Library Director, 1076 Emma Ln., Warminster, PA 18974.

Adopted by the WTFL Advisory Board on March 12, 2025