



# POLICY

Date Created: 10/29/25

Date Approved: 11/25/25

## Photography, Filming, Videography

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It is the policy of the Newburgh Free Library to permit filming and photography under the conditions described herein only to the extent that it does not interfere with the operations, programs, and activities of the Library.

The Library allows filming and photography in Library facilities as follows:

Classes or events sponsored by the Library may be photographed or video-recorded by the Library's staff or its representatives. Attendance at a Library-sponsored class or event constitutes the consent of all attendees, and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or videos at the sole discretion of the Newburgh Free Library. Wherever possible, signage will indicate that a program is being filmed or photographed for Library purposes and consent forms may be distributed.

Casual amateur photography, filming, and videotaping is permitted at the exterior and in the interior of both the Main Library and Branch Library for patrons wanting a remembrance of their visit, provided that the photography does not interfere in any way with Library operations or capture any identifiable likenesses of individuals without their permission. Any such photographers are responsible for arranging all necessary releases and permissions from persons who are filmed or photographed.

Except as otherwise permitted by this policy, in no circumstances may anyone take a photograph or film a Library patron or employee without their consent or the consent of their parent/guardian, if a minor. While the Library is a public place, it is considered a "limited public forum" under federal law. Due to this classification, the Library prohibits photography and filming of patrons and staff when it disrupts library operations and the subjects being filmed have not given their permission.

Except as permitted by applicable law, no commercial or media photography or filming may occur in the Library without the prior written permission and approval of the Library



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Director. Such approval will contain the conditions under which the commercial/media photography or filming will take place and address the rights to ownership of the photos/films.

The Library may utilize photographs and videos from public programs and events at the Library and Library spaces on its website and in Library publications. Photos, images, and videos submitted to the Library by users for online galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information without prior written approval from the photographed subject, their parent or legal guardian.

Any consent granted pursuant to this Policy to permit photography or filming may be revoked at any time upon failure to comply with terms of the Policy or other rules and regulations of the Library.