

Photo and Film Policy

Introduction

The purpose of this policy is to establish the terms and conditions under which photography and/or filming of the Dobbs Ferry Public Library (the “Library”) space, programs, events, patrons and/or staff may be used for any purpose.

All commercial photography and filming requests are reviewed by the Library’s Director. In addition, all Library rules and regulations must be followed, and there shall be no interference with the ongoing operations of the Library and the work of its staff. Questions regarding this policy should be directed to the Library Director.

The Library reserves the right to prohibit any filming or photography for any reason, including but not limited to, filming or photography which creates the potential for: (i) interference with Library business (ii) disruption of other patrons’ use of the Library; (iii) damage to or alteration of Library property; (iv) inappropriate use of the Library’s name, logo or image; (v) disruption of pedestrian or vehicular traffic; (vi) other safety hazards; (vii) violations of the Library’s privacy policies; or (viii) violations of local ordinances or laws.

Non-commercial (private use) Photography and Filming

Non-commercial photography and filming (such as a visiting Library professional, casual tourist or Library user who wants to record a visit or capture the building’s architecture or landscape) is generally allowed without prior written permission provided that such activity does not capture identifiable likenesses of individuals without their written permission. It is the responsibility of the individual(s) photographing and/or filming to obtain the permission of all Library users and staff to capture their identifiable likeness. Individuals who take pictures must honor requests from Library users and staff who do not want to be included in photos. Equipment, such as tripods, may not obstruct passageways or cause disturbances to Library users. The Library reserves the right to terminate any photography or filming if it results in disruption of the ordinary Library environment or operations.

Commercial Photography or Filming

Commercial photography and filming is coordinated by the Library Director. Approval is at the discretion of the Library Director and is contingent upon facility and staffing availability. Fees will be negotiated based on project scope. The process for requesting permission is detailed below. All necessary permits must be obtained from the Village of Dobbs Ferry prior to photographing or filming in the Library. Permits may be obtained at:
https://www.dobbsferry.com/sites/g/files/vyhlif3031/f/uploads/film_permit_app.pdf.

Library Photography or Filming

Occasionally, the Library staff may elect to photograph or film Library programs and/or events. The Library reserves the right to include these images in brochures, flyers, web pages, news releases or other promotional materials, as well as make them available to media outlets and event participants. The Library will make every effort to advise participants if the program/event they are attending will be photographed or filmed for promotional purposes. Participants who do not wish for their image to be used for promotional materials must immediately advise a Library staff member. If a participant does not do so, consent to be photographed and/or filmed for promotional purposes is assumed.

Requests for Permission to Film or Take Photographs

Commercial requests should be made in writing at least 5 business days in advance by emailing the Library Director. All requests for filming or photography must include the following information:

- Name and description of the organization or individual making the request.
- Project description, including the context and way in which the Library is to be portrayed and the intended use of the resulting material.
- Date(s) requested.
- Time and duration of proposed shoot.
- Number of people and amount and type of equipment involved, including vehicles.
- Potential disruption (sound, light, physical, etc.) of Library activities.
- Location releases, if necessary, must be submitted for review by the Library in advance.
- Proof of adequate insurance coverage and a signed indemnification agreement in accordance with the Village of Dobbs Ferry insurance requirements (student photographers/student filmmakers are exempt.)
- Approved permit from the Village of Dobbs Ferry

Library Liability for Injuries

Permission to photograph and/or film does not release the persons or groups involved from liability for injuries to persons or property that result from their activities on library property.

All commercial and non-commercial photographers and videographers are required to properly and safely use, set up, arrange, and store their own equipment and to do so in a manner to ensure no

harm, danger, or injury to any person lawfully on the Library premises including patrons and library staff or Library property.. All commercial and non-commercial photographers and videographers are required to act in accordance with all federal, state, and local laws and regulations. The Library is not liable for any injury to persons or things which occur as a result of any tortious or criminal act committed during the course of commercial and non-commercial photography and videography on the Library property.

Photographic Releases

Photographers filming or photographing on library premises have sole responsibility for gaining all necessary releases and permissions from persons who can be identified in any photos or film. The library undertakes no responsibility for obtaining these releases.

Additional Guidelines

- Use of the Library's name, logos, trademarks or images in connection with any photograph or film is prohibited without written permission by the Library.
- Filming/photographing of minors is prohibited at all times without the written permission of the minor's parent or guardian.
- No set construction or alteration of buildings/grounds is permitted without the express permission of the library director.
- All areas occupied in connection with the filming/photographing must be returned to their normal conditions.
- Applicants must not make any connections to the electrical system other than through plugging into standard electrical outlets. Covers must not be removed from electrical panels or boxes.