

# North Miami Beach Public Library

## Filming, Photography, and Recording Policy

The North Miami Beach Public Library's first priority is to provide library services to the community of North Miami Beach. While we recognize that technology has broadened the use of video, photo, and audio applications in everyday life, it is the Library's policy that filming, photography, and recording are allowed on Library premises only to the extent that they do not interfere with the provision of Library services and are consistent with the Library's mission statement and rules.

Please note that any persons filming, photographing, or recording on Library premises have sole responsibility for [requesting approval to do so from the Library Director](#), as well as for gaining all necessary releases and permissions from any person that is filmed, photographed, or recorded.

The Library reserves the right for staff to terminate any photography, filming, or recording session that appears to be in violation of this policy, that causes an undue disturbance in Library operations, that endangers the health and safety of the participants, or that otherwise appears to compromise public safety or security.

### Guidelines

#### News Media Recordings

The Library has an open door policy for professional news media photographers and reporters who are doing stories or projects that directly involve the library and its programs. Advance authorization for such coverage must be obtained from the Library Director.

The Library also frequently engages in photography and the recording of programs and events for its own news-sharing and publicity. Materials recorded by the library may be used in print or online outlets. Library staff will make every effort to notify members of the public when photography, filming, or recording is taking place. Please notify a Library staff member if you do not wish to be photographed or recorded. No names will be utilized in conjunction with photos or other recordings without express written consent.

News media wishing to use the Library's facilities as an interview venue for stories or projects that do not relate to the Library itself, for opinion polls, or for person-on-the-street interviews must contact the Library Director in advance for consideration.

#### Documentary Recordings for Publication/Broadcast

The Library permits photography, filming, and recording of its premises and activities when the use of the recordings/photographs involves the Library directly (for example, books, articles, or videos about the Library itself, the Library's position in the city of North Miami Beach, or as part of a piece used to describe our city's environs). Authorization must be obtained in advance from the office of the City Manager.

## **Commercial Recordings**

The Library **does not** permit commercial photography on or in its facilities. This includes, but is not limited to, using library buildings, grounds or interiors as a stage set for portraiture, model photography, or product photography. It also includes photography or filming used to advertise goods or services unrelated to the Library for commercial sale or promotion.

## **Amateur Recordings**

Casual amateur photography and videorecording is permitted in library facilities for patrons and visitors wanting a remembrance of their visit. The use of additional equipment such as lighting or microphones is not permitted.

Amateur recordings of Library staff, other patrons and users of the Library, or their activities is **prohibited** in order to protect our community members' privacy.

## **Research Recordings**

The Library permits copying of its materials and resources (such as books, periodicals, or public records) for research purposes within certain limitations. Individuals are responsible for following copyright laws and for obtaining their own permissions when copying or otherwise recording library material.

## **Recordings for Groups/Events in Library Meeting rooms**

Groups arranging meetings in the library's meeting rooms may arrange for photographers or news media during their event, provided that they obtain approval from the Library Director in advance. Filming or photography for such events is restricted to the space reserved by the group and may not take place in other areas of the library.

## **Film Industry**

The Library 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 does not interfere with the mission of the North Miami Beach Public Library, is in accordance with the rest of this policy, and does not advertise or promote commercial products. Filming may not be related to political campaigns or to partisan issues; the Library is a public entity that seeks to serve all our community members and may not be involved in any impression of political preference.

These projects must be approved in advance through the City Manager's Office and/or Risk Management Department, with details worked out in advance with the Library. Such filming may take place only during hours when the Library is closed, and all equipment must be removed during the Library's operating hours. Library personnel such as are necessary to open, secure, and remain on the premises during a shoot must be paid at overtime rates by the production company.