

Filming and Photography Policy

Policy

The Tulsa City-County Library welcomes its customers to film and take photos of their library experience in a way that is respectful of other customers and library operations. Customers capturing images and film for any purpose other than their own personal use must obtain permission from the TCCL Marketing and Communications Department, the CEO or the CEO's designee consistent with this policy. Filming and/or photography without obtaining proper approval, if required, or in a manner that disrupts library operations or harasses employees or customers, will result in ejection from the library consistent with TCCL policies.

TCCL branches are designated as public forums when it comes to the First Amendment rights of our customers. Meaning, the library is intended to be a place where free expression is welcomed and thrives, but may be subject to reasonable time, place and manner restrictions. It is the intention of TCCL to limit such expression only when it interferes with library operations or the privacy of its customers.

Definition

For purposes of this policy, "photography" and "filming" are used generally and refer to any method or process which involves the capturing of still or moving images, whether or not sound is also captured.

Amateur Photography

Casual filming and photography conducted by amateurs may be done in public areas of the library so long as it is not disruptive and the intention is not to capture images of other customers. Filming and photography of this nature is intended to allow customers to capture memories or information related to their visit and should not involve extraneous equipment such as tripods and lighting.

Any filming or photography that does not fit into this category requires prior approval pursuant to this policy.

Approval

Prior approval by the TCCL Marketing and Communications Department, the CEO or the CEO's designee is required for any filming or photography which is commercial in nature or has the potential to disrupt regular library operations. In addition, filming or photography which has the potential to capture other library customers, employees, or volunteers as bystanders likewise requires prior approval. TCCL may assign a staff member to escort the requestor during filming or photography sessions.

The following factors will be considered in granting or denying photography and filming requests:

- The interest of the wider public, including library customers
- The interest of TCCL
- The protection of library customer confidentiality and privacy
- The amount of time required for the filming or photography
- The date, time and location requested
- The library's status as a designated public forum under the law
- Any other factor TCCL and its administration deem appropriate to safeguard the rights and privacy of the library, its staff, and customers

TCCL reserves the right to charge a fee to recuperate administrative costs associated with reviewing and preparing for individual requests for filming and photography. Fees will be due upon approval of the filming and photography request. The filming and photography request form can be found in the appendix. News media as defined by this policy are excepted from administrative fees.

Media Requests

TCCL welcomes members of the news media to film and photograph appropriate areas of the library for stories which directly impact the library and its resources and programs. Except for Library Commission meetings, news media must provide reasonable notice to the TCCL Marketing and Communications Department prior to entering a TCCL site and may be escorted by a library staff member at all times. Media that fail to provide advance notice will be interrupted and asked to coordinate through the Marketing and Communications Department. Those who fail to comply will be subject to ejection. As used in this policy, "members of the news media" means anyone that is, in the sole discretion of TCCL, affiliated with a recognized and reputable news outlet seeking to film or otherwise gather information for use and dissemination to the public.

Non-Public Areas

Filming and photography for any purpose is not permitted in those areas which are designated as non-public unless special permission is granted in accordance with this policy. Areas which are designated as non-public include all those where users have an expectation of privacy, including, but not limited to, administration offices, restrooms, occupied study rooms, and all those areas otherwise clearly marked as non-public.

Individuals who have an approved reservation to occupy a meeting room or event space may film or photograph in the reserved space during the time reserved, provided the activity is lawful and in accordance with TCCL policies, including its Venue policy, and any applicable agreements. Further, to protect the privacy and confidentiality of all

customers, filming and photography is not permitted at or near circulation desks, self-checkout kiosks, or public computers.

Violations

Determinations concerning the appropriateness of photography and filming are in the sole discretion of the TCCL Marketing and Communications Department, CEO or the CEO's designee. Violation of this policy may subject the offending individual or entity to suspension or other consequences consistent with TCCL policies.

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