



Santa Clara City Library

**POLICY REGARDING THE USE OF AUDIOVISUAL ~~OR~~ CAMERA EQUIPMENT USE
POLICY
IN THE
SANTA CLARA CITY LIBRARY**

~~Anyone wishing to make audio or video recordings in or take general pictures of the public areas of the Library building or its collections will be allowed to do so with the following understanding:~~

- ~~• use of audiovisual or camera equipment of any type (including cell phone cameras) in the Library requires prior written permission of the City Librarian or designee;~~
- ~~• filming/recording activity must not affect Library operations in any way;~~
- ~~• Library patrons who may or will be included in a photograph or an audio / video recording must grant, in writing, their permission directly to the person doing the recording or taking the photograph;~~
- ~~• it is solely the responsibility of the photographer or the person recording to obtain prior written permission from the individual(s) to be filmed or taped;~~

The Santa Clara City Library ("Library") permits 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, and is consistent with City policies, rules, and procedures.

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

1. Casual amateur and journalistic photography, filming, and videotaping is permitted in public areas such as the lobby, study and program areas of Library facilities for customers and visitors 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. Library staff will not facilitate or intervene to obtain such permission, or assist with activity in any way.
2. ~~the~~ Photographing, filming, or videotaping Library ~~does not provide a~~ customers using the Library's public computers is strictly prohibited.
3. Except as permitted by applicable law, no commercial or professional media photography or filming may occur in Library facilities without the prior written permission ~~form~~ ~~for~~ and approval of the City Librarian. Such approval shall contain the conditions under which the commercial/media photography or filming will take place and address the rights to ownership of the photos/films.
4. 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 Library. To ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.

2.5. Any consent granted pursuant to this purpose 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.

Questions related to ~~use in the Library of photographic or recording equipment of any type~~
this Policy and Commercial/Professional requests should be directed to the City Librarian ~~or designee~~, Monday – Friday during regular business hours, (408) 615-2930

~~Approved by the Board of Library Trustees,
April 5, 2004 Revised and approved, March 7,
2005
Revised and approved, March 5, 2007
Revised and approved, August 1, 2011~~

PROPOSED COMMERCIAL/PROFESSIONAL ACTIVITY

On: _____ From: _____ To: _____

(DATE) _____ (START TIME) _____ (END TIME)

Under Section Three (3) of the Santa Clara City Library Policy Regarding the Use of Audiovisual or Camera Equipment, individuals wishing to engage in professional or commercial film or photography inside the Library must obtain the written permission of the City Librarian.

Permission is requested to: _____



On: _____ From: _____ To: _____

List all equipment to be used: _____

Purpose of activity: _____
_____:

I, _____ (print name) have read and understood this Policy and agree to abide by its terms- and any other conditions that the City Librarian may require. I am also-~~am~~ aware of the fact that this Policy is not a release, and that permission is ~~granted~~considered only for the date(s) &and activity indicated above.

SIGNATURE _____ ADDRESS / PHONE *(Required)*

Approved:

AUTHORIZED BY (

Signature _____ Address/Phone _____

This permission is not valid until signed by the City Librarian or designee) ~~(DATE)~~.

Authorized By _____ Date _____