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**Santa Clara City Library**

**AUDIOVISUAL AND CAMERA EQUIPMENT USE POLICY**

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. Photographing, filming, or videotaping Library 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 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.
5. 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.

*Questions related to this Policy and Commercial/Professional requests should be directed to the City Librarian, Monday – Friday during regular business hours, (408) 615-2930*



**PROPOSED COMMERCIAL/PROFESSIONAL ACTIVITY**

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 aware of the fact that this Policy is not a release, and that permission is considered only for the date(s) and activity indicated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address/Phone

This permission is not valid until signed by the City Librarian or designee.

\_\_\_\_\_  
Authorized By

\_\_\_\_\_  
Date