

# Georgetown Peabody Library

## Photography and Video Recording Policy

As a public library, our top priority is providing library services to the community. As far as photography in the libraries, generally, public buildings are subject to similar rules associated with a sidewalk or a public park, meaning that there are few restrictions that can be placed on a photographer when they wish to take photos or video in open, public areas of a facility. That being said, we have the right to impose certain time, place, or manner restrictions for safety reasons and for continuous library operations. Please note that the state of Massachusetts is a two party consent state. It is illegal to audio record without the other person's permission (Massachusetts General Laws c.272, §99).

Visitors may take casual photographs or video recordings in the library. The uses of additional equipment – such as tripods or lighting – are not permitted because of safety, liability and other issues, unless previously authorized by library leadership. Library staff may stop any photography or video recording that appears to interfere with the library's ability to conduct business, or that compromises public safety or security.

We ask that photographers/videographers observe the following:

- Refrain from disturbing other library users (examples: tripods, flash photography).
- Be respectful of families and children.
- Not allowed to take photos/video of specific, copyrighted (or otherwise protected) materials for the purpose of redistribution.
- Not allowed to take photos/video in non-public areas (restrooms or staff only areas) unless given consent by staff to do so.
- Members of the media should check in with the library's administrative staff prior to or upon entering the library to alert staff of the intent to photograph or video inside the library; when possible, facility staff will be notified in advance to avoid potential interruption.

Please note that Georgetown Peabody Library often engages in photographing and recording programs and events for our own publicity and promotional purposes. Library staff will make every effort to notify members of the public when photography and video recording is taking place, and any patrons who do not want to be photographed or recorded will be respected.