

Photography and Videography Policy

Introduction

The purpose of this policy is to establish the terms and conditions under which Library space may be used for still photography, filming, and/or video recording. All participants will be required to follow the Huron Public Library Rules of Conduct. Advanced authorization must be obtained from the Library Director or Assistant Library Director.

The Huron Public Library will, during regular business hours only, accommodate requests for photography or filming provided such photography or filming does not interfere with routine or ordinary Library operations, including patrons' rights to privacy and their ability to use library space for traditional library purposes such as non-distracted reading, study, research, quiet time, writing and library-organized or authorized programs. To reduce distractions, protect the rights of Library patrons and staff, and promote safety, photographing and filming in the Library are restricted as set forth in this policy.

News Media Photography and Videography

The Library has an open-door policy for news media photographers and reporters who are doing stories or projects that directly involve the Library and its programs, resources, and services.

The Library may grant permission for news media to use its facilities for stories or projects that do not relate to the Library itself with advance authorization. However, research photography of the Library's materials and resources is permitted within certain limitations (see "Research Photography" section below). Media activities including, but not limited to, opinion polling or interviews with customers must be approved by the Director who will ensure that no such activities would be disruptive to, or interfere with, customers or staff or be inconsistent with the library's mission.

Documentary-Type Photography for Publication or Broadcast

The Library permits photography of its premises and activities when the use of the photographs involves the Library directly, i.e. books, articles, or videos about the Library itself, the Library's position in the City of Huron as a tourist or learning destination, or as part of a piece used to describe Huron with advanced authorization.

Research Photography

The Library permits research photography of its materials and resources within certain limitations. Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the library. Because of complex copyright issues, permission to reproduce some materials from the South Dakota Collection may be denied. Advance authorization may be required for some materials.

Amateur/Professional Photography and Videography

Casual amateur and/or professional photography and videotaping are permitted in the library facilities for customers and visitors wanting a remembrance of their visit. The use of additional equipment such as lighting is not permitted in the South Dakota Room. Photographers have explicit responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed.

Commercial Photography and Videography or Major Projects

The Library will permit use of its facilities for commercial photography or filming entertainment and educational projects where a library setting is called for, if the project does not interfere with the mission of the Huron Public Library and is in accordance with the rest of this policy. Projects must be approved in advance. The photographer and/or videographer agree to the Huron Public Library Rules of Conduct.

Exterior Photography and Videos

Taking photographs and videos outside of the Library building and/or of the Library grounds does not require permission. However, the activity may not interfere with the entering and exiting of patrons or staff to or from the Library building and must abide by the Rules of Conduct Policy.

Photography and Videos of Materials and Resources

The Library permits the taking of photographs and videos of its publicly-available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

Failure to Comply

Those not following this policy may be asked to put away their equipment or leave the Library.

Damages and Liability

Any person or group using the Library for photography or video or audio recording shall be held responsible for negligent, willful, or accidental damage to the Library building, grounds, collections, or furniture caused by such person or group.

The Library accepts no liability for the use of photos, film, or recordings resulting from any activity. The City of Huron retains all rights to any City of Huron property, writings, symbols, or marks at the Library that may be protected under statutory or common law copyright or trademark laws and this policy shall not be interpreted to authorize their use by others.

If any person to be photographed or filmed is under 18 years of age, written permission must be obtained by the photographer or videographer from a parent or adult guardian on behalf of said minor child.