

Filming and Photography in the Library

The Board of Trustees of the Teaneck Public Library (the “Library”) recognizes that in addition to being a vital resource for readers, researchers and civically active community members, the Library is an attractive destination for other reasons for residents or other visitors and has these basic guidelines for photographers, whether professional or amateur:

- The taking of photographs or videos must not interfere with anyone’s enjoyment of the library.
- The public, creative film industry, or news media (“third person”) involved in filming and photography are expected to follow the Library’s policies.
- The photographer will honor the requests by anyone in the library who does not wish to be photographed or recorded.
- Minors may not be photographed or recorded without the consent of a parent or guardian, except by library staff during library-sponsored programs. Incidental photography or recording of minors in group or crowd photos will not violate this policy, provided the minor or minors are not identifiable.
- The use of tripods, stand-alone lighting equipment, and microphones or other accessories is not permitted without the permission of the Library Director.
- Failure to obtain releases and permissions from persons being filmed or photographed will be deemed unacceptable behavior for purposes of enforcing the Library’s mission and policies and will result in immediate termination of the project.

The duty of fulfilling the Library’s mission is its first priority. The filming and photography described is allowed only to the extent that it does not interfere with the provision of library services and is consistent with the Library’s Mission Statement and stipulated rules, regulations and policies. Filming on Library property should not be construed to imply Library endorsement of the film or its message.

Library staff members may terminate any photo or video sessions they determine to be in compromise of violation of the above guidelines or inconsistent with public safety. Any persons filming or photographing on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. The Library undertakes no responsibility for obtaining these releases.

Photography by the Library

The Teaneck Library frequently engages in photographing and recording programs and events for its own publicity and promotional purposes. Attendance at a Library-sponsored program 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, videos or other recordings at the sole discretion of the Library. Library staff will make every effort to notify members of the public when filming is taking place. Please notify a library staff member if you do not want to be photographed or recorded.

Amateur Photography

Casual amateur photography and filming is permitted in Library facilities by patrons and visitors wanting a remembrance of their visit, 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. The use of additional equipment such as lighting is not permitted.

News Media Photography and Recording

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 and/or the local Teaneck community. Authorization for news media photography must be obtained in advance from the Library Director.

The Library does not grant permission for news media to use its facilities for stories or projects that do not relate to the Library itself; however, research photography of the Library's materials and resources are permitted within certain limitations, at the discretion of the Library Director and/or Library Board of Trustees. The policy disallows using Library facilities as interview venues for unrelated stories, and disallows access to library patrons for opinion polls or man on the street interviews within its facilities.

Commercial Photography and Recording

The Library does not permit commercial photography on or in its facilities. This includes, but is not limited to, using the Library building, grounds, or interiors as a stage set for portraiture, model photography, and product photography. This includes photography or filming used to advertise goods or services unrelated to the Library for commercial sale or promotion.

Photography and Recordings by Groups Using Library Space for Non-Library Events

Groups meeting in the library facilities may arrange for photography during their event. Photography for such events is restricted to the space reserved by the group, may not take place in other areas of the library, and must comply with the library's stipulations regarding commercial photography and recording.

Use of Library Logo

No photographs or video that includes the Library's logo or name will be used for any commercial purpose, or made publicly available without the Library Director's written consent.