
Administrative Rules

Rule 2.1 – Photography, Filming, and Recording Policy

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Overview and General Rule

I. OBJECTIVE

The Deschutes Public Library (DPL) will allow the brief use of photography, filming, and video recording if it does not disrupt library services, poses no safety risk(s), or interferes with the privacy and confidentiality of DPL customers, staff, volunteers, Board members or library materials, resources, equipment and facilities.

II. DEFINITIONS

The terms “filming,” “photographing,” and “video recording” are used generally and broadly in this policy and are intended to encompass any method of filming, photographing, or video recording or any other process of capturing still, moving, or audiovisual images in any method used in the present or in the future.

Casual, brief use means non-commercial, non-professional photography, filming, and video recording that does not require the use of special equipment (tripods, lighting, etc.), is consistent with other library policies (Customer Code of Conduct, Customer Privacy and Confidentiality, etc.), does not disrupt library services, poses no safety risk to the library community, or damages library materials, resources, equipment, and facilities.

III. RULES AND REGULATIONS

A. GENERAL RULES AND GUIDELINES

DPL has the sole discretion and the legal authority to take reasonable action to permit and to end the activities as outlined below in Section VI.

The Library Communications Supervisor or Manager coordinates and decides on all photography, filming, and video recording requests.

Any individual photographing, filming, or video recording on DPL premises has the sole responsibility to obtain all necessary releases and permissions from individuals who are filmed or photographed. DPL takes no responsibility for obtaining these releases. Photographing minors is prohibited at all times without the written or verbal permission of their parent or guardian.

No major set construction or alteration of buildings or premises are permitted. All areas occupied in connection with the filming, photographing, or video recording must be returned to their normal conditions.

Photography, filming, or video recording will only take place in public spaces of DPL buildings or its premises. Photography, filming, or video recording is not allowed in staff areas except with permission from DPL.

B. FACTORS CONSIDERED FOR APPROVAL

The Library Communications Supervisor or Manager will consider all of the following when deciding whether to grant permission to photograph, film, or video record in DPL facilities or premises:

- Public interest
- Statutory requirements
- DPL's interest
- Disruption to normal DPL operations or services
- Adherence to Customer Code of Conduct policies;
- Adherence to Customer Privacy and Confidentiality policies
- Time required for each request
- Need to maintain impartiality when competing requests

IV. REQUESTS FOR PERMISSION TO FILM OR TAKE PHOTOGRAPHS

Requests for permission to film or take photographs are to be made in writing to the Library Communications Supervisor or Manager in no less than (5) working days in order to secure appropriate permissions and access. Requests made less than five (5) working days in advance will not be considered.

All requests must include the following information:

- Name and description of the organization or individual making the request.
- Project description, including the context and way in which DPL is to be portrayed
- Intended use of the resulting material
- Date(s) requested
- Time and duration of proposed shoot
- Specific site(s) requested. (Requests absent specific locations will not be considered)
- Number of people and amount and type of equipment involved, including vehicles
- Potential disruption (sound, light, physical, etc.) of library operations or services
- Location releases, if necessary, must be submitted for review by DPL staff in advance
- Proof of adequate insurance coverage and indemnity

The Library Assistant Director or Communications Manager will provide a written decision to the requesting individual as soon as is practicable. If the decision is to allow the requested activity, then the decision will include any conditions or limitations. If the decision is to deny the request, then the decision will need to state the reason for the denial and provide the appeal rights as outlined below in Section VI.

V. NOTICE OF RULE VIOLATION AND EXCLUSION FROM LIBRARY PREMISES, PROGRAM OR EVENT

If an individual is photographing, filming, or video recording in a manner that violates this policy, then DPL will enforce and follow **Customer Code of Conduct**.

VI. APPEAL PROCEDURE

Individuals who have been denied a request to photograph, film, or video record; removed from DPL premises for violating this policy; or received a verbal notice to cease photographing, filming, or video recording may request a hearing. The request for a hearing must be in writing and filed at the Deschutes Public Library's Administration Building or a Branch Library within five (5) business days (exclusive of legal holidays) of receipt of the notice or denial. The Library Director or designee(s) will schedule a hearing, which shall not be more than ten (10) business days after receipt of the request. However, the Library Director or designee(s) may extend these timelines for good cause. The hearing will be informal and the Library Director or designee(s) will consider testimony from DPL staff involved in the incident, from the individual requesting the hearing, and from any other witnesses to the incident. The individual requesting the hearing has a right to be represented by counsel, at that individual's expense, and the right to cross-examine any witnesses who testify. At the conclusion of the hearing, the Library Director or designee(s) may affirm, modify, or cause the notice to be canceled. A written copy of the decision, on the date it is issued, will be delivered or mailed to the person requesting the hearing.