

Subject: Public Photography and Videography in the Library

Effective: March 2023

Revised:

1.0 PURPOSE

This policy sets standards for taking photographs, videos or audio recordings in a library.

2.0 APPLICATION

This policy applies to the general public, the media, and businesses.

3.0 DEFINITIONS

None.

4.0 LEGAL AUTHORITY

[New Brunswick Public Libraries Act](#)

5.0 GOALS / PRINCIPLES

We respect the privacy of patrons and staff and ask permission before including them in any photo, video or audio recording.

6.0 REQUIREMENTS / STANDARDS

6.1 GENERAL PUBLIC

6.1.1 You are welcome to film or record your library visit on a smartphone or personal device. Please respect the privacy of patrons and staff by asking permission before including them in your photos, videos or audio recordings.

6.1.2 You cannot disrupt or impede library operations and the public use of the building.

6.1.3 Drones, tripods, and lighting equipment are not permitted.

6.1.4 Library furniture and shelving cannot be moved.

6.2 COMMERCIAL PHOTOGRAPHERS/VIDEOGRAPHERS

- 6.2.1** You must receive approval from the Library Manager/Director in advance to determine the library's availability and feasibility of the request.
- 6.2.2** You are responsible for obtaining consent from patrons and staff.

6.3 STAFF RESPONSIBILITIES

- 6.3.1** Inform the public and commercial photographers/videographers of this policy, when needed.
- 6.3.2** Review and approve commercial requests based on library policies and feasibility of the request.
- 6.3.3** Ensure that public and commercial photography/videography does not disrupt regular library operations.
- 6.3.4** Ensure that photographers/videographers conform to Policy 1059 - Patron Conduct.
- 6.3.5** Escalate media requests, except in cases unrelated to the library, to the departmental communications contact.

7.0 GUIDELINES / RECOMMENDATIONS

None.

8.0 REGIONAL GUIDELINES AND PROCEDURES

In consultation with the Provincial Office, Regional Directors may develop additional guidelines and procedures consistent with and necessary to support this policy.

9.0 REFERENCES

[New Brunswick Public Libraries Act.](#)

New Brunswick Public Library Service. Policy 1059 - Patron Conduct

10.0 CONTACTS FOR MORE INFORMATION

NBPLS Provincial Office, (506) 453-2354