

Photography and Video Policy

For personal use

The Bitterroot Public Library welcomes personal, non-commercial photography and filming in the library and at library events as long as it doesn't interfere with other library patrons. Here are our guidelines:

- **Respect the wishes of others:** Ask permission if your photos or videos will include other people, and be respectful if they say no.
- **Minimize disruption:** Be aware of how lights or noise could be a problem. If you have large equipment, please get an okay from library management beforehand.
- **Be aware of traffic flow:** Please don't block stairwells, exits, or access to library resources. Respect staff member instructions.
- As always when in a library facility, you must follow the Bitterroot Public Library's User Behavior Policy. Staff may ask photographers to stop filming if the guidelines above are not followed.

Photography and filming by BPL staff

BPL staff may occasionally take photographs in the library's public spaces and at programs for use in print and electronic publications (including social media). If you prefer not to be photographed, please let the photographer know. Photographs will not be used by the Library in any manner for sale. If a person has been photographed or filmed by Library staff and does not want their image used by the Library, the person or guardian of the child in the photograph should notify Library staff as soon as possible.

Other purposes

For journalism

If you are a journalist, we appreciate notification before you film or take photos, but we don't require it. We encourage you to check with staff before beginning and leave us a business card before you go.

For commercial use

If you are taking photos or filming for commercial, non-news-related purposes, you need to get permission at least seven business days in advance. Email [director\(at\)bitterrootpubliclibrary\(dot\)org](mailto:director(at)bitterrootpubliclibrary(dot)org), including the following information:

- Name and description of the organization or individual making the request
- Project description, including the context and way in which the Library is to be portrayed and the intended use of the resulting material
- Provisions for how the Library will be credited
- Date(s) requested
- Time and duration of proposed shoot
- Number of people and amount and type of equipment involved, including vehicles
- Potential disruption (sound, light, physical, etc.) of Library activities
- Proof of adequate insurance coverage and a signed indemnification agreement
- Location releases, if necessary—to be submitted for review by the Library in advance

Please note: There may be rental fees based on project scope and location.

Approved April 24, 2019 by Bitterroot Public Library Board of Trustees

Reviewed and re-approved with no revisions on November 16, 2022 by Bitterroot Public Library Board of Trustees