



## Filming and Photography Policy

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### Filming or Photography by Library

If you attend a Belleville Public Library & Information Center sponsored event, please keep in mind that video or photographs may be taken. By attending a BPLIC-sponsored event, you acknowledge that you may appear in photographs posted on the BPLIC web site, social media sites or used in promotional materials specific to the Library. If you find that you appear in a photograph posted on the BPLIC website and you wish to have the photograph removed, please contact us at ([reference@bellepl.org](mailto:reference@bellepl.org)) and we will work with you to resolve the issue.

### Filming or Photography by Patrons/Media/Other

All photographic, video, or audio recordings made digitally or by older technology within Belleville Public Library facilities must be authorized by the Library. Use of Library facilities for photographs, video, or audio recording is governed by the Board of Trustees of the Belleville Public Library and Information Center, whose resolutions formulate the policy for staff and patrons to follow.

### Permissions

Use of library locations requires special permission in all circumstances. For example, special permission is needed for access to certain areas where video shoot activities might interrupt the normal flow of library patron activity, business, or traffic; or where a video shoot might interfere with Library staff workflow and concentration.

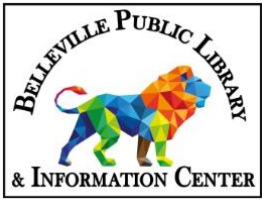
The most significant priority for the Belleville Public Library and Information Center is to provide library services to the Belleville, New Jersey community, as fully described in the Library's Mission Statement.

The duty of fulfilling the Library's mission is the first priority of the Belleville Public Library and Information Center, and the filming and photography described below 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.

Note that 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. Since the mission of the Belleville Public Library and Information Center is to provide and promote an atmosphere conducive to education, lifelong learning, and research, we reserve the right to limit photographic, video, or audio recording activities to assure that this atmosphere is maintained.

In general, access will be limited to public and public service areas of the Main Library, but access to staff areas and other areas closed to the public may be evaluated and approved on a case-by-case basis.



# Belleville Public Library & Information Center

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## Please Note:

- 1) Library staff may terminate any photo session that appears to compromise public safety or security.
- 2) The Board of Trustees President and Library Director reserve the right to determine the appropriateness of any proposed content. No negative presentations, perceptions created or portrayals of the Library, nor any negative Librarian stereotypes, will be agreed upon.

*Policy Subject to Revision*  
*The Belleville Public Library and Information Center's "Filming and Photography Policy" may be revised*  
*from time to time.*