

# New Brunswick Free Public Library

## Photography and Location Policy

Approved March 22, 2006

Still and video photography for private, noncommercial use is permitted after notification of the ranking librarian. Photographs cannot be published, sold, reproduced, transferred, distributed, or otherwise commercially exploited. Photography may not disrupt the functions of the library nor interfere with the use of the library by others. The library reserves the right, at its discretion, to withhold or withdraw permission for photography on its premises and grounds.

Members of the media may photograph or film within designated areas for the purpose of news coverage that includes the library. All members of the media must contact the Library Director or his designee before arrival at the library. A staff member must be present to escort them through the facility.

Commercial and special photography arrangements must be made at least one week in advance with the Library Director. The library charges site fees for filming and photography intended for commercial purposes. Site fees will be set by the Library Director and will vary for each project but include all facility, personnel, and overhead costs plus a 50% surcharge. Filming and photography may not disrupt the function of the library nor interfere with the use of the library by others. The library reserves the right, at its discretion, to withhold or withdraw permission for filming and photography on its premises and grounds without prior notification.

A contract and 50 percent non-refundable deposit are required before any special photography arrangements will be approved. The library reserves the right to approve final content for anything in which images from the library or its properties appear.