



## **Warner Library Photography Policy**

In fulfillment of our mission as a community center, Warner Library strives to balance the desire for patrons to take photographs and film of their visits for personal use, including posting to social media, with the privacy rights of others. Below are the guidelines for photography and filming at Warner Library.

### **Commercial Filming and Student Projects**

Professional film production companies are required by village code to get a filming permit at the Village Clerk's Office in Tarrytown Village Hall at One Depot Plaza, Tarrytown. A copy of the permit application can be found at <http://www.tarrytowngov.com/village-clerk/pages/village-clerk-forms>.

Student filming will be considered by individual request and determined by the impact on library operations.

### **Photography Main Floor, Teen Area and Third Floor Program Rooms**

Amateur photography is allowed in the library as long as no photos of patrons or staff are taken without their permission. If a photographer intends to post a photo to social media, the person being photographed should be made aware of this before a photo is taken. Everyone is welcome to take photos of library artwork and features of architectural interest.

Professional photographers should check in with the Director's office prior to a planned photo shoot for permission and scheduling.

### **Photography in the Children's Room and Story Times**

Parents and caregivers should limit photos and filming to their own children doing their best to avoid other participants or staff.

During story times, patrons should keep their phones on silent and put phones away once they have taken a photo of their child.

The Children's Room staff is happy to appear in photos with children after story time is over. Please ask them to pose for a picture with your child.

*Adopted by the Warner Library Board of Trustees September 20, 2018*