

# Photography Policy

<b>Owner</b>	Cobb County Public Library
<b>Reviewer(s)</b>	CCPL Administrative Staff
<b>Approver(s)</b>	Cobb County Public Library Board of Trustees
<b>Related Policies</b>	
<b>Related Standards</b>	N/A
<b>Storage Location</b>	Library Administration, IConnect, Cobbcat.org
<b>Last Review Date</b>	February 24, 2025
<b>Next Review Date</b>	February 2027
<b>Review Cycle</b>	Every two years
<b>Review History</b>	August 22, 2022; February 24, 2025

Cobb County Public Library's priority is to provide library services to the community. Photography is allowed as described in this policy to the extent it does not interfere with the delivery of library services. Parties involved in photography must follow the Library Code of Conduct as well as Cobb County Code of Ordinances. Photography is not permitted if it:

- Interferes with the use of the library by other visitors;
- Violates Cobb County Public Library (CCPL) policies or procedures;
- Endangers the health or safety of library users or staff;
- Compromises library security or confidential records;
- Violates local, state or federal law.

## Definitions

The terms "photograph" or "photography" in this policy includes any method of capturing or recording still or moving images, with or without sound, including photography, filming, videotaping or any other method.

## Photography by Library

CCPL photographs, films and records activities, programs, and events for non-commercial promotional purposes. Photography captured by CCPL may be used in publications, productions, presentations, displays, websites, social media, and other forms of media. Library patrons consent to be photographed while at the library or during library events, unless they specifically inform staff otherwise. Notify library staff if you do not want to be photographed or recorded.

CCPL also uses video surveillance in accordance with its Camera Monitoring Equipment Policy.

## Personal Photography

Personal photography is photography that will be used solely for personal reasons. It may include, but is not limited to, taking photos of library material/signage, taking photos while attending a program; taking photos of building design features. Personal photography is allowed pursuant to this section so long as it is not filming for a motion picture, commercial, or television subject to Cobb County Code of Ordinances § 2-180.

Public areas where personal photography can occur include areas where the public may utilize library services. Permission is not required to photograph interior public areas of the library in plain view under the following conditions:

1. No tripods, lights or other specialized equipment may be used.
2. No violations of Library policies, including Library Code of Conduct.

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Photography is prohibited in study rooms, restrooms, staff work rooms, and other areas where photographing is prohibited by signage.

Photographing exteriors of library buildings does not require permission as long as photography does not impede the ingress or egress of visitors or staff to or from any library building.

Filming or photographing in a manner that violates Library policies or Cobb County Code of Ordinance is prohibited. Care should be taken to respect the privacy of library visitors. Taking photographs of an individual over said individual's objection or in a manner that is disturbing the ability of others to use the library is prohibited.

## **Creative, Educational or Professional Photography**

Requests for creative, educational, or professional photography on CCPL property (inside or outside of the library) that do not require a permit pursuant to Cobb County Code of Ordinances § 2-180 must be submitted at least two working days in advance of the proposed production day. This includes requests for nonprofit, academic, or research photography projects.

Request forms are available from any CCPL branch, but must be completed and presented to the Branch Manager of the facility where photography is requested to take place.

1. All photography is limited to a maximum of four hours a day during normal library operating hours.
2. Photography may not interfere with the ability of library visitors to fully utilize the library.
3. The use of the library for photography does not allow the use of intellectual property belonging to Cobb County.
4. Photography must comply with all CCPL policies, including the Library Code of Conduct.
5. The photographer agrees to take and assume all responsibility for all losses and damages directly or indirectly resulting to it, the County, the CCPL Board of Trustees and/or any library patron on account of the photography. The photographer shall defend, indemnify and hold harmless County and County's elected and appointed officials, officers, boards, commissions, employees, representatives, consultants, servants, agents, attorneys and volunteers from and against any and all claims, suits, actions, judgments, injuries, damages, losses, costs, expenses and liability of any kind whatsoever, including but not limited to attorney's fees and costs of defense, which may arise from or be the result of alleged willful, negligent or tortious conduct arising out of the production.
6. Photography is only permitted in the public areas of the library.
7. Use of lighting, tripods and other accessory equipment must be submitted for approval by the library in advance of photography.

CCPL will consider the following factors when reviewing requests for permission to photograph:

- The ability of CCPL and library staff to provide library services during production
- Library patrons' ability to utilize the library
- The need to conserve the time of employees for conducting official business
- The amount of time each project will consume

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- The need to maintain impartiality among competing photographers
- The public interest or community benefit to allow filming at the library (e.g., filming public service announcements, educational webinars, etc.)
- Statutory requirements
- The library's interest or benefit (i.e., whether filming furthers the library's mission.)
- Whether request would reveal identifying information of patron or staff.
- Any other consideration the Library Director or their designee deems to be in the interest of Cobb County Public Library.

## **Media**

Members of the media wishing to photograph at the library in support of coverage related to library events or services should contact the Branch Manager of the facility where photography will take place in order to make the appropriate arrangements.

## **Library Liability for Injuries**

Permission or authorization pursuant to this policy to photograph does not release the persons or groups involved from liability for injuries to persons or property that result from their activities on library property.

## **Groups and Non-Library Events in Meeting Rooms**

Groups utilizing library meeting rooms may arrange for photographers or news media during their event. Photography for such events is restricted to the space reserved by the group and may not take place in other areas of the library.

## **Photographic Releases**

Individuals photographing on library premises have sole responsibility for gaining all necessary releases and permissions from persons who can be identified in any photography. CCPL's policy governing the use of the photographic use of the library does not imply consent from library patrons to be photographed. The library undertakes no responsibility for obtaining these releases.

## **Motion Pictures, Commercials, and Television Photography Requires Film Permit**

CCPL may not be used to film motion pictures, commercials, television and/or other filming activity for the use and operation of television, motion picture or other similar type of cameras on any medium (other than spontaneous reporting by news media or by non-commercial public, educational and government access stations) without a permit pursuant to Cobb County Code of Ordinances § 2-180 from the Economic Development Division of the Cobb County Community Development Agency. Fees apply. For more information, contact 770-528-2018.