

Welland Public Library Photography/Filming Application

Organization/Individual Name:
Address:
Phone #:
Fax #:
Email:

Contact Person:
Phone #:
Email #:

Name of Production:
Type of Production: Feature Movie TV Photo Music Video Commercial Other, please specify:
Brief Description of Production & Requirements:
Requested Location:
Dates & Times:

Applicant Signature:

Date:

Approved by:

Date:

<i>POLICY MANUAL</i>	Section No. : LS 5-5.4
	Effective : May 16, 2016
SECTION : Information Technology	Revised :
SUBJECT : Photography and Film	Page 1 of 2

General

- The Welland Public Library allows both amateur and commercial filming and photography in the library provided that formal permission is obtained in advance from a member of the Senior Management Team. Requests may be submitted via the request form on the library's website. Requests will be retained in a secure location in accordance with the library's file retention policy.
- Any photography or filmography must uphold and preserve the Library's image and reputation.
- Photographers/Videographers must not violate any other policies, procedures, provincial or federal law while taking photographs or filming.
- Disturbance to staff and library users should be minimal.
- Those involved with the photography or filming must comply with the library's health and safety policy while on the premises.
- Library staff and customers may not be photographed or filmed without their permission.
- Library Management reserves the right to refuse any request for photography or filming on the premises of any Library branch in the city of Welland.
- A Library staff member must be present during any and all commercial photography or filmography shoots.
- The organization requesting photography/filming privileges must provide written acknowledgement of the Welland Public Library in the credits or published work.

Photography and Filming for Library Purposes

- Staff are encouraged to film and photograph Library events for promotional use on the library's website, social media accounts and in print materials.

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- Library staff will obtain permission prior to publishing identifiable photographs of patrons, 18 years of age and older, taken on Library property. Photographs or video footage that does not show identifying features of staff or customers may be used without verbal or written permission in library promotional material.
- Images or video footage of children under 14 years of age will not be used for library promotion unless a parent or guardian completes and signs a video/photo release waiver. Waivers will be retained a secure location in accordance with the library's file retention policy.