

**TRENTON FREE PUBLIC LIBRARY
RESOLUTION OF BOARD OF TRUSTEES**

WHEREAS, the Board of Trustees for the Trenton Free Public Library seeks to adopt a policy regarding filming, audio recording, and photography on or around its property;

NOW, THEREFORE, BE IT RESOLVED that, so long as filming, audio recording, and photography on or around Library Property does not interfere with the operations, programs and activities of the Library (which is a determination that shall remain within the sole discretion of the Director of the Library or her designee), filming, audio recording, and photography shall be permitted on or around Library Property as follows:

1. Classes or events sponsored by the Library may be photographed or video or audio recorded by the Library's staff or its representatives; however, in regard of photographs or video and audio recording of minors at such events, consent of parents or legal guardians of any minor children in attendance shall be required with regard to the future broadcast, publication, or other use of photographs, audio, or videos.

2. Casual amateur photography, filming, and videotaping is permitted in the lobby and program areas of Library facilities for customers and visitors wanting a remembrance of their visit, provided that the photography does not interfere in any way with Library operations or capture any identifiable likenesses of individuals without their express permission. Any such photographers are responsible for arranging all necessary releases and permissions from persons who are filmed or photographed.

3. Except as permitted by applicable law, no commercial or media photography, audio recording, or filming may occur in Library facilities without the prior written permission and approval of the Director. Such approval shall contain the conditions under which the commercial/media photography or filming will take place and address the rights to ownership of the photos/films/recordings.

4. The Library may utilize photos, audio recordings, and videos from public programs and events at Library facilities and Library spaces on its website and in Library publications. Photos, images, audio recordings, and videos submitted to the Library by users for online galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of minors in those photos, audio recordings, and videos, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.

5. Third party filming, audio recording, or photography is absolutely prohibited in non-public areas, staff areas and restrooms.

6. Any consent granted pursuant to this Policy to permit photography, audio recording, or filming may be revoked at any time upon failure to comply with terms of the Policy or other rules and regulations of the Library.