



### Photography in the Library

The Topsfield Town Library reserves the right to use photographs or video taken at the Library for publicity purposes in printed materials and online. If a Library patron does not wish themselves or their child to be photographed, the patron must notify the Library staff to that effect. No names will be used in conjunction with photos/video without express written consent.

In keeping with the Library’s mission to provide Library services to the community, and ensure the privacy of our patrons, please observe the following rules regarding photographing and filming in the Library.

- Casual, amateur photography of public areas for patrons and visitors wanting a remembrance of their visit is welcomed as long as it does not interfere with Library operations, staff or patrons.
  - Please do not use flash or equipment that obstructs passageways or causes disturbances to library users.
  - Photographing/video recording artwork on loan from the DeCordova Museum is not permitted without the written approval of the museum.
  - Photographing/ video recording of artwork that is on exhibit in the meeting room is not permitted without the written approval of the exhibiting artist.
  - Video recording of an artist/performer must have the approval of that artist/performer.

Commercial photography: Library buildings may not be used as setting for advertisements, or for any photographs, video or audio recordings which will be used for commercial purposes without express written consent of the Library Board of Trustees.

- News media photography or video: The Library welcomes news media for stories or projects that directly involve the Library and its programs. It is appreciated if you can provide advance notice for such projects by contacting the Director or Assistant Director at 978.887.1528.

Nonprofit, academic or research projects: Please ask for authorization in advance in order to avoid disruption to Library operations.

Right to Terminate: The Library reserves the right to terminate or restrict any photography or filming that causes an undue disturbance, violates Library policy or regulation, endangers the health or safety of patrons or staff or violates any local ordinance, or state or federal law.

Revised	Reason for Revision
June 2004	Created
January 21,2020	Updated entire policy. Added logo.