

TRUSTEES' HANDBOOK—POLICIES
BOXFORD TOWN LIBRARY

Policy on Photography and Videography

The Boxford Town Library is a public space. The Library also has an obligation to provide a space for residents to be free from unnecessary intrusion. This policy covers those wishing to engage in photography and videography within the Library space and at Library events at other locations. The Library requires all permissions outlined in this policy be obtained before photography or videography takes place.

“Photography and videography” is defined as the making of images using any type of equipment capable of recording an image (including but not limited to cell phone cameras, still cameras, video cameras, and movie cameras).

Photography and videography for commercial purposes is prohibited. Requests for exceptions must be submitted in writing to the Library Board of Trustees. Permission, if granted, will be communicated in writing at the Board’s earliest convenience.

Photography and videography is generally permitted when the following conditions are met:

- The Library Director is notified at least one business day in advance.
- It is for personal, noncommercial use, student projects, or library promotion.
- It is done during a posted Open Meeting per MGL c30A (18-25).
- It does not interrupt or curtail the delivery of library services.
- It does not reveal the nature of an individual’s intellectual pursuits or items borrowed.
- The photographer has secured any and all necessary permissions to make images of people* and of creative or intellectual property of the speaker/presenter. The Library assumes no responsibility for securing such permissions.
- It does not entail moving or changing library furnishings including lights and light fixtures for the purpose of making an image.

*If any person to be photographed or videotaped is a minor (under 18 years of age), permission must be obtained by the photographer or videographer from a parent or adult guardian on behalf of said minor child. Permissions must be shared with the Library Director or designee.

The Library reserves the right to document its services and the public’s use of the library. Official representatives of the Library may take photographs, videotape, or use other recording devices within the library and at library-related events and activities for library purposes. These photographs and video may be copied, displayed, published in print and digitally (including on but not exclusive of the library’s website and social media platforms), and telecast for such purposes as promotion, publicity, and news to inform the public about the library. All such photography/videotaping will be in accordance with library policy.

Recognizing and respecting the nature of intellectual and creative property, the Library will not be responsible for securing permission for Non-Library staff to photograph or record lectures, performances, and similar events not governed by the Open Meeting Act. The Library will

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attempt to contact the local media about performers and dates; however, representatives of those media must make their own arrangements in securing permission to record and notifying the Library of their intent to do so.

Where permission is secured to record cultural events such as those described above, the Library will make every attempt to provide seating for audience members who prefer not to be photographed or video recorded. Due to performer needs and space limitations, such seating may be limited and is not guaranteed.

This policy extends to photographs and filming by library staff at programs and at public events in the community, including but not exclusive of Library Community Outreach events, Town festivals and events, and Tri-Town Collaboration events and programs.

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