

## Acceptable Photography and Filming Guidelines

<i>Topic</i>	Library Services
<i>Authority</i>	Director
<i>Related Documents</i>	Patron Conduct Policy

Wood Buffalo Regional Library (WBRL) welcomes use of library spaces for photography and filming under the conditions listed in these guidelines. However, WBRL retains the right to refuse any request for photography or filming in its spaces, regardless of whether conditions of these guidelines are met.

### Definitions

Photography and filming include the following formats: photos taken with a camera, photos taken using a phone or other electronic device, videography, video recording, live streaming, and audio recording.

### Personal Photography and Filming

WBRL allows personal photographing and filming in the Library. It is recommended that you check with a WBRL employee, particularly if other individuals will be included.

The following conditions must be met:

- Personal, individual, or family photos are limited to using a singular hand-held device.
- Photography/filming cannot block or partially block passageways, aisles, stairs, or exits, affect safety guidelines, or, by any other means, impede the public use of the building or interfere with library operations.
- No tripods, drones, or lighting equipment permitted.
- To make sure privacy is protected, staff and patrons may not be photographed or filmed without their permission.
- Do not violate the [Copyright Act of Canada](#) and other legislation governing intellectual rights. [Find more information on copyright here.](#)

WBRL retains the right to stop personal photography or filming at any time on its premises if it is causing a disturbance, endangering safety of others in the library space, violates library policy, breaks the law, or for any other reason staff considers appropriate.

### News Media Photography and Filming

News media and public affairs coverage of library events and activities is permitted. Media staff are expected to coordinate with WBRL Administration (Director, Assistant Director, or Library Services Manager) prior to arrival.

Complete the [online webform](#) for approval.

### Commercial or Non-Profit Photography and Filming

Photography/filming used to advertise a product or service for a commercial business or non-profit organization may be permitted depending on the nature of the photography/filming.

Permission must be received from WBRL Administration (Director, Assistant Director, or Library Services Manager) prior to arrival.

Complete the [online webform](#) for approval.

### Non-Library Events in Meeting Rooms or Other Rented Spaces

Renters of library meeting rooms or other spaces in WBRL locations may arrange for photography or filming during their event(s). Photography and filming should be limited to the space reserved for the group. Renters, not library employees, are responsible for following appropriate procedures and covering their own duty to get permission to photograph or film from staff or patrons.

### Library-Initiated Photography and Filming

WBRL will post signs or verbally notify patrons when photographing/filming events, programs, etc. These notices constitute consent for WBRL to photograph or film staff and patrons entering the premises. Third parties, including library patrons, cannot use the aforementioned signage or notices to cover their own duty to get permission from staff or other patrons.