

Photography Policy
Accepted by the Board of Trustees, November 20, 2017

Please enjoy your visit to the Plainedge Public Library. We are happy to have you take photographs of our building and programs for your enjoyment. In keeping with the Plainedge Library mission to meet the needs of the community, casual, amateur photography is permitted as long as it does not interfere with library operations, staff or patrons. Please observe the following rules regarding photographing and filming in the library:

1. Please refrain from using flash equipment in areas of the building that may disturb other library users.
2. Please do not use equipment, such as tripods, that may obstruct passageways or cause disturbances to library users.
3. No commercial photography: library buildings may not be used as setting for advertisements, or for any photographs, videotapes, or audiotapes which will be used for commercial purposes.
4. News Media photography or video: The Library welcomes news media for stories or projects that directly involve the library and its programs. Please obtain advance authorization for such projects by contacting the Director, or Assistant Director at 516 735-4133.
5. Privacy of patrons is our primary consideration. Please refrain from taking photographs that reveal what someone is reading and/or viewing.
6. Please respect someone's right and preference not to be photographed.
7. 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. The Library reserves the right to refuse any request based on the nature of the photography or film project and whether it is consistent with the mission of the Library.
8. Note that any persons filming or photographing on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. The Library undertakes no responsibility for obtaining these releases.
9. Please notify the photographer and/or a librarian if you do not want to be recorded.

The Plainedge Public Library often takes photos and video in and around the building, and of programs, activities and their participants. Please be aware that these photos may be used in future brochures, flyers, web pages, news releases, Facebook, Instagram, or other promotional materials. Those wishing not to be photographed or recorded should inform the photographer and/or a librarian.