

Approved December 2025

BRONXVILLE PUBLIC LIBRARY PHOTOGRAPHY AND VIDEO OR RECORDING POLICY

The purpose of this policy is to establish the terms and conditions under which the Bronxville Public Library (the "Library") premises may be used for photography and video or audio recording.

The Library's first priority is to fulfill its mission of meeting the educational, informational and recreational needs of the citizens of the community. Any photography/recording may not interfere with the provision of Library services, or with the provision of an atmosphere conducive to fulfilling such services. Any photography/recording must also be consistent with the Library's Mission Statement and [Library User Regulation Policy](#) and must not be disruptive to Library users or staff.

I. PHOTOGRAPHY OR VIDEO/AUDIO RECORDING BY THE LIBRARY

The Library staff and its official representatives reserve the right to make photographic, visual and audio recordings within the Library and at Library-related events and activities for Library purposes. These photographs or recordings may be copied, displayed, published (including on the Library's website or other social media outlets), and telecast for such purposes as promotion, publicity, and news to inform the public about the Library. By entering Library premises, all persons on behalf of themselves and any accompanying minors in their custody:

1. Consent to photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction to be used at the discretion of the Library.
2. Release the Library Trustees as well as the Library's officers and employees from any liability connected with the taking, recording, digitizing, or publication of interviews, photographs, computer images, video and/or sound recordings.
3. Waive any right to inspect or approve these materials.

To ensure the privacy of both adults and children, images will not be identified using full names or personal identifying information without approval from the photographed subject, parent or legal guardian. Library users who do not wish the Library to utilize a photo or video of themselves or their children should inform Library staff prior to or at the time such photograph or recording is taken.

II. PHOTOGRAPHY OR VIDEO/AUDIO RECORDING BY LIBRARY USERS, MEMBERS OF THE PUBLIC OR THE MEDIA

For purposes of this policy, photography/recording is separated into two categories:

- Non-commercial (Private Use)
- Commercial

Under no circumstances may Library users, members of the public or the media take photographs or record video or audio without the express permission of any Library user or staff member who would be included within such photograph, video or audio recording. In the case of minors, permission must come from the parent or legal guardian.

Additionally, it is not permitted for Library users, members of the public or the media to make video and/or audio recordings on the Library premises (including without limitation the patio and other outdoor spaces) with the intent to publish or post on social media without the express permission of the Director. Said permission shall be granted or denied at the discretion of the Director. This prohibition does not apply to recordings made in conformity with the [New York State Open Meetings Law](#).

A. Non-commercial (Private Use) Photography and Video or Audio Recordings

Non-commercial photography/recording (such as a visiting Library user who wants to record a visit or capture the building's architecture, gardens, book displays, etc.) is generally allowed without prior written permission. Use of equipment, such as tripods or lighting, requires prior written permission from the Library Director. The Library reserves the right to terminate any photography, filming or audio recording if it results in disruption of the Library environment or operations.

No fees will be charged for non-commercial photography/filming.

B. Commercial Photography and Video or Audio Recording

Photography and/or filming on Library premises for commercial/media purposes is not permitted except with the prior written approval of the Library Director or the Chair of the Publicity and IT Committee of the Library Board of Trustees, except as otherwise permitted by the New York State Open Meetings Law.

The standard news media outlets will be advised of this policy.

Adopted at the December 11, 2025 Meeting of the BPL Board of Trustees