

## **White House Public Library Filming and Photography Policy**

The following policy is designed to outline what filming and photography is permissible inside and on the White House Library's property.

### **Individual or Groups**

Any individual or group wishing to film or photograph on library property must first fill out an attached form and submit it for review. They may not film or photograph without prior approval. The individual or group's filming/photography must not violate the White House Library's Disruptive Behavior Policy. The individual or group has the responsibility of obtaining releases or permission to photograph or film anyone using the library which is separate from obtaining permission to film/photograph on the premise. The equipment of the individual or group may not obstruct passageways/areas, use bright flashes, be noisy or cause damage to the facility. Individuals or groups' filming/photography must not disturb library users/staff emotionally, physically or physiologically. Permission to film/photograph may be revoked at any time if the activity fails to comply with the above guidelines, or appears to compromise public safety and security.

### **News Media**

The White House Library will allow news media doing stories or projects related to the library and its programs/services to film/photograph. Prior approval is encouraged, however, impromptu interviews or coverage will be allowed with verbal consent from the director or assistant director depending on the reason for the coverage.

News media will not be granted the right to film/photograph on the library premise for stories or interviews unrelated to the library.

### **White House Library Use**

The White House Library may film/photograph any of its own events and programs. Library patrons consent to being filmed or having their photo taken at library events/programs unless they specifically inform staff otherwise. It is the patron's responsibility to notify staff if they do not want to be photographed or filmed.

### **Meeting Room**

Individuals or groups using a study room may film/photograph without prior permission as long as it does not breach the disruptive behavior policy.

**White House Public Library  
Filming and Photography Permission Form**

Name of company or Individual: \_\_\_\_\_

Contact Name (if different): \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Reason for Filming/Photographing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request Date/Time: \_\_\_\_\_

Are you 18 years of age or older? Yes  No

If no, please list your age \_\_\_\_\_

*By checking this box, the undersigned agrees to abide by the policies of the White House Public Library and understand that failure to follow the policies will result in revoking of the right to film/photograph on the premise.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

---

Library Use Only

Approval: Yes No If no, give reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_