

Canajoharie Library & Arkell Museum

Photography and Video Policy

Policy Statement:

The Canajoharie Library & Arkell Museum (referred to in this document as the Library/Museum going forward) maintains policies that protect the privacy of its patrons, visitors and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being. Photographing and filming inside and outside the Library/Museum building is allowed provided such photography or filming does not interfere with routine or ordinary Library/Museum operations, including patrons' rights to privacy and their ability to use Library/Museum space for traditional Library/Museum purposes. For purposes of this policy, photography or filming refers to all current and future static, still or video imaging. Failure to comply with this policy may result in Library/Museum privileges being revoked and/or legal action.

I. General Policy

Permission is not required for taking photographs or videos in public areas of the Library/Museum building for personal and noncommercial use, provided that staff, visitors and other patrons are not captured in any such photographs, films, or recordings without their express consent. Any persons filming, photographing, and/or recording on the premises have sole responsibility for gaining all necessary releases and permissions from all persons who are filmed, photographed or recorded, including staff. If any person to be photographed or filmed is under 18 years of age or otherwise unable to give consent, written permission shall be obtained by the photographer or videographer from a parent or legal guardian on behalf of said individual or minor. Individuals who photograph or film inside the Library/Museum must honor requests from patrons, visitors and staff who do not want to be included in photos or recordings. The Canajoharie Library & Arkell Museum accepts no liability for the use of photographs, film or recordings resulting from this activity. Any person or group using the Library/Museum for photography, film or audio recording shall be held responsible for negligent, willful or accidental damage to the Library/Museum building, grounds, collections or furniture caused by such person or group.

The use of additional equipment such as selfie sticks, tripods, lights, or other specialized equipment is expressly prohibited except in the case of pre-approved rentals or events, subject to the approval of the Executive Director or their appointed delegate.

There are Library/Museum areas where the taking of photographs, film and audio recording is strictly prohibited. These spaces include restrooms, study locations, programs and events, staff spaces, and all non-public spaces.

Persons taking photographs and videos shall not:

- Compromise a patron, visitors, or staff member's right to privacy

- Harass, intimidate, or threaten a patron, visitor, or staff member
- Block Library aisles, walkways, stairwells, doors, or exits
- Interrupt visitor access to artwork in Museum or Regional Art Galleries
- Photograph or film artwork where expressly forbidden by signage in Museum galleries, or at the direction of Library/Museum staff in their sole discretion.

II. Exterior Photography and Videos

Taking photographs and videos outside of the Library/Museum building and/or of the grounds does not require permission. However, the activity must not impede the ingress or egress of patrons, visitors or staff to or from the building and must abide to the General Policy outlined in Section I of this policy.

III. Photography and Videos of Materials and Resources

The Library/Museum permits the taking of photographs and videos of its publicly available collections for personal, non-commercial use. Commercial use is subject to our Rights & Reproduction and requires formal application and permission: <http://www.arkellmuseum.org/rights-reproductions> Violators are subject to legal and possible criminal action as determined by copyright law. Photography or filming of specific artwork or entire galleries may at times be prohibited due to copyright regulations. Visitors will be informed at the front desk of these restrictions; artwork/galleries where photography or filming is prohibited will be clearly identified with signage.

IV. Right Subject to Compliance with Policy

The Library/Museum reserves the right to ask any individual or group violating this policy to immediately cease the taking of photographs or videos.

Persons may photograph or film within the Library/Museum if such activity is not disruptive to other patrons, visitors or staff performing their duties.

Persons wishing to take “selfies”, photograph, or video their child or consenting group member participating in an activity or simply enjoying the architecture of the Library/Museum building should respect the privacy of others and ensure that digital images do not capture people outside their consenting group.

Persons may not photograph or record:

- Library/Museum materials in violation of copyright laws or where expressly forbidden
- Patrons, visitors or staff without express consent
- Patrons, visitors or staff in areas where an expectation of privacy exists including restrooms, offices, and staff work areas
- For commercial purposes

Library/Museum staff is authorized to act accordingly, including limiting or prohibiting photography, filming, and audio recording by persons whose activities interfere with Library/Museum environment or operations, adversely affect public safety or cause public disturbances.

- In all instances, the Library/Museum reserves the right to cease photography or filming if it results in disruption of the ordinary operations or environment, or at the direction of Library/Museum staff in their sole discretion.

V. Library/Museum Photography and Video Use

The Canajoharie Library & Arsell Museum reserves the right to document its services and the public's use of the Library/Museum building and grounds. Patron and visitor use of Library/Museum public spaces and/or attendance at Library/Museum programs may be digitally recorded through photographs or video recordings. These images or videos may be posted on our website, on social media outlets, or local publications. Attending an event or program of the Canajoharie Library & Arsell Museum constitutes your consent to be photographed, filmed, and/or otherwise recorded and to the release, publication, exhibition, or reproduction of all recorded media of your person for advertising and marketing purposes of the Library/Museum in perpetuity.

If you do not wish your image to be published, please notify staff before or immediately after the event or program. No individual identification will be used unless a written photo release form has been obtained.

The following sign will be posted to further notify patrons and visitors their picture may be taken:

“Photographs taken by staff may be used for promotional purposes. Your attendance at programs/events may be digitally recorded through photographs or video recordings. These images or videos may be posted on our website, on social media outlets, or local publications. Attending an event or program of the Canajoharie Library & Arsell Museum constitutes your consent to be photographed, filmed, and/or otherwise recorded and to the release, publication, exhibition, or reproduction of all recorded media of your person for advertising and marketing purposes of the Library/Museum in perpetuity. No individual identification will be used. If you do not wish your image to be published, please notify staff before or immediately after the program.”

Staff Guidelines for Photography and Videos:

1. **Photographing Adults:** When photographing one adult or a small group (3 or less), staff will obtain verbal consent if their faces are visible. Written consent will only be required if the person's name is to be published.
2. **Photographing Children Under Age 18:** When photographing one child or a small group (3 or less), staff will obtain verbal consent from the child's guardian prior to taking the photo if the children's faces are visible. Written consent will only be required if the child's name is to be published.

3. Photographing Groups of Adults/Children: No permission is needed to take photos of crowds during events.

Approved 7/18/2024