



PUBLIC RELATIONS, MEDIA, PHOTOGRAPHY & VIDEOGRAPHY POLICY

Points of Contact

The Library Director or designee are the points of contact and the official spokespeople for the Library. Employees and other members of the Library Board should (1) refer all requests for information about the Library, its policies and operations to the Library Director or designee and (2) may not represent or speak on behalf of the Library (either verbally or in writing) unless otherwise authorized.

Press Releases, Statements and Media Appearances

The Library Director approves all press releases or statements to the press. All requests for interviews by the media should be directed to the Library Director and the Library Director will have the authority to determine if an interview is conducted.

Crisis Management

If there is a crisis or incident in the Library that requires police or emergency services intervention, the Library Director or designee at the Library at the time of the incident will call 911, if possible. The person will then inform the Library Board President. Depending upon the situation and acting in compliance with the Open Meetings Act, the Library Board will be contacted if necessary and as timely as the situation will allow. If an emergency Library Board meeting is required, the Library will convene such a meeting in compliance with the Open Meetings Act.

Photography or Videography

- **By Public Other than Staff, Employees, Board Members or Agents**

The Library will not regulate visitors and patrons who engage in casual photography or videography while present in public areas of the Library building and grounds, subject to the provisions of this policy.

For the purposes of this policy, “**public areas**” are defined as areas available to the public where individuals do not have a reasonable expectation of privacy from being viewed by other patrons. These areas can include, but may not be limited to, lobbies, vestibules or meeting rooms. Areas in the Library where there is a reasonable expectation of privacy for individuals include, but may not be limited to, restrooms, private offices, staff areas not in view of the public, stacks or other areas and/or event areas where

photography is prohibited by signage. For all areas other than “public areas,” the person must obtain permission from the Library Director or designee to photograph or video. Only handheld cameras may be used. Because of safety, liability and other concerns, the use of additional equipment, such as tripods or lighting, is not permitted.

- Commercial Photography and Videography

The Library permits commercial photography or videography on or in its buildings and grounds if a written request is submitted and approved by the Library Director or designee. Commercial use includes taking portraits, filming, movie-making and similar activities for profit.

- Liability

Persons involved in taking photographs or videos of any kind are solely liable for any damages, lawsuits or other claims that result from their activities on Library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The Library has no responsibility to obtain these releases or permissions. Persons involved in taking photographs and videos are also solely responsible for any copyright, intellectual property, criminal or other violations of law.

- No Endorsement

The Library does not endorse any content of photographs or videos taken in the Library or on Library property.

- Violations and Appeal

Staff will enforce any violations of Library policy, including the Patron Behavior Policy. Staff will intervene if filming or photography appears to potentially compromise public safety or security. This policy does not give photographers or videographers the right to violate Library policy, including the harassment provisions contained more fully in the Patron Behavior Policy.

If a person has violated Library policy, the appeal provisions in the policy that was violated will govern any appeals. Any person denied the right to take pictures, videos or capture images in the Library not as a result of policy violations, may appeal that decision within ten (10) days of receiving such denial to the Library Board. This provision does not apply to any meeting that is open to the public pursuant to the Michigan Open Meetings Act.

- **By Staff, Employees, Board Members or Agents**

Photos and videos that appear on the Library's website, social media and promotional materials may be gathered at public programs, events and Library spaces. If Library employees or approved volunteers take videos or obtain images of visitors to or patrons of the Library, Library must obtain prior written permission and release for use of the photo or video by the proposed subject of the photo or video. Physical copies of these releases are to be provided to the Library. Requests for permission to photograph or video minors

under the age of eighteen (18) must be signed by the minor's parent, guardian or caregiver.

Open Meetings Act Exception

This policy does not apply to photographs or videos taken at a meeting that is open to the public pursuant to the Michigan Open Meetings Act.

Approved by the Novi Public Library Board of Trustees: November 28, 2012

Amended: June 22, 2017, June 12, 2025 (to combine P17: Photos and Videos of Patrons and P18: Public Relations)
