

	<b>CITY OF PALM DESERT</b>	
	<i>Subject</i>	<b>Filming and Photography Policy</b>
	<i>Policy No.</i>	<b>LIBR-007</b>
	<i>Date</i>	<b>Issued: June 27, 2024 Amended: N/A</b>
	<i>Approved by</i>	<b>Resolution No. {2024-XX}</b>
	<i>Authored by</i>	<b>Library Services</b>

**I. PURPOSE**

A. This policy outlines filming and photography policy for the Palm Desert Library.

**II. GENERAL POLICIES**

- A. The Palm Desert Library allows visitors and patrons to engage in casual filming and photography while present in Library facilities and grounds. Library facilities and grounds are public spaces, and the Library cannot prevent and is not responsible for incidental filming or photography of Library visitors or patrons as there is no expectation of privacy.
- B. Programs, classes or events sponsored by the Palm Desert Library may be photographed or video-recorded by the Library’s staff or its representatives. Attendance at an event constitutes the consent of all attendees, and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or videos.
- C. The Library may utilize photos and videos from programs and events at Library on its website and in Library publications. To ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.
- D. Professional or unauthorized photography or filming of the library facility, staff or patrons without expressed permission of Library management is prohibited. Equipment that is disruptive to library operations, such as lighting or tripods, is not permitted.
- E. Photography of any patron without their expressed permission/consent, or the permission of their legal parent/guardian (minors) is prohibited. Amateur photography designed to record a visit or make use of the library setting as a backdrop is generally permitted, provided that such activity avoids capturing identifiable likenesses of individuals without their permission and does not cause a nuisance to other patrons.
- F. Any person filming or photographing on library premises is solely responsible for gaining all necessary releases and permissions from people who are filmed or photographed. Library staff may terminate any photography or film session that appears to compromise public safety and security.

**III. TRANSACTIONAL PROCEDURES**

**A. Consent to Interview, Photograph, and/or Video**

**Name:** \_\_\_\_\_

—

**Address:** \_\_\_\_\_

—

**City:** \_\_\_\_\_

—

Hereby authorizes interviews with and/or photographs made, or video taken of:

\_\_\_\_\_

—

(name of person or indicate SELF)

**By** \_\_\_\_\_

—

(name of news organization, reporter, or photographer)

And hereby releases the City of Palm Desert from any and all responsibility attached hereto.

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

—

**Relationship:** \_\_\_\_\_

—

(relationship to person interviewed, photographed or videotaped, if other than self)

**Witness** \_\_\_\_\_

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