

FLATHEAD COUNTY LIBRARY USE OF RECORDING DEVICES ON LIBRARY PREMISES

In alignment with the library's mission and strategic plan, Flathead County Library recognizes the importance of maintaining a safe, respectful, and service-oriented environment. The use of recording devices, including photography, videography, and audio recording is permitted on Library premises only to the extent that it does not disrupt library services, staff operations, or patron privacy.

GENERAL GUIDELINES

- Filming, photography, and audio recording must not interfere with the library's operations or patrons' use of library services.
- All individuals or entities recording on Library premises are solely responsible for obtaining any necessary releases or permissions from individuals who are photographed or recorded.
- Individuals photographing or filming people inside the Library must seek verbal permission from their subjects before doing so.
- Library staff are authorized to terminate any photography, filming, or recording that compromises public safety, disrupts library services, or violates this policy.

AMATEUR PHOTOGRAPHY AND FILMING

Casual, amateur photography or videography is permitted for personal, non-commercial use by patrons and visitors wishing to document their visit to the library.

- The use of additional equipment (e.g., lighting, tripods, backdrops) is not permitted.
- Activities must not impede library operations, staff, or patrons.

NEWS MEDIA PHOTOGRAPHY AND FILMING

The library maintains an open-door policy for news media engaged in coverage that directly pertains to the library, its programs, or services.

- Advance authorization must be obtained from the Library Director or the Director's designee by calling (406) 758-2445.
- Media use of Library facilities for unrelated interviews, opinion polls, or non-library-related stories is not permitted.
- Any other filming or photography requests will be evaluated and approved at the discretion of the Library Director.

Community groups hosting scheduled events in Library meeting rooms may coordinate their own media coverage, subject to the following conditions:

- Coverage is limited to the reserved space.
- The group is responsible for securing any required releases or permissions.

LIBRARY STAFF PHOTOGRAPHY AND FILMING

- Flathead County Library reserves the right to document its programs, services, and public events. Library staff or official representatives may take photographs, video, or audio recordings for internal documentation, publicity, promotional use, and community outreach.
- These materials may be used on the Library's or Library Foundation's website, social media platforms, newsletters, and other public communication channels.
- For any use of photographs or recordings intended for marketing or publicity, a signed release form must be obtained.

- This provision extends to staff photography and filming at events hosted by the Flathead County Library Foundation, Friends of the Library, and Library sponsored booths or programs at community events.

Adopted: 02/22/12

Revised: 04/04/18

Revised: 07/21/22

Revised: 04/24/25

David Ingram, Chair
Library Board of Trustees