

Public Photography & Filming PROCEDURE

- Management** (applies to directors, senior managers, managers of branches)
- Exempt** (applies to exempt personnel)
- Operational** (applies to all SPL personnel)

Owner: Director, Public Services

Date Effective: 2023-06-21

Date Last Reviewed or Revised: 2023-06-21

Purpose

This procedure facilitates and sets out expectations for photography, filming and any other public capture or recording in Saskatoon Public Library (SPL) spaces.

Procedure

Libraries are public spaces that exist to serve a variety of community needs. Subject to the requirements described in this procedure, SPL welcomes photography and filming for personal, individual or family photos or video using a singular hand-held device and for news media coverage or recording projects.

In general, photography, filming and any other public capture or recording must:

- Adhere to the [Safe Use & Conduct Bylaw](#) and refrain from causing safety concerns or disturbances.
- Not involve the use of drones or tripods on library premises.
- Not involve the use of lighting equipment.
- Not interfere with the ability of others to enjoy and use the library. This includes, but is not limited to, asking patrons to move.
- Not involve dominating or blocking spaces.
- Comply with all privacy and copyright legislation.
- Not create costs or undue burden for SPL.

If photography or filming comes into conflict with this procedure, the person will be asked to stop.

Personal Photography & Filming

Photography and filming intended for private use and distribution and that involves only a single, hand-held device. This can involve photos and videos for use on social media.

Photography and filming for personal use is permitted in all SPL locations without the need to seek permission, subject to the general requirements described above.

Due to Canadian copyright legislation, members of the public are not able to film or record certain types of programming, such as Storytime, when entire books are read aloud.

SPL strongly advises against capturing or recording any patrons on SPL premises without their permission. If SPL receives complaints around visual capture or other recording on-site, the offending party may be asked to leave the library.

Library Partner Photography & Filming

Photography and filming done by one of SPL's formal or informal partners that involves only a single, hand-held device. This can involve photos and videos for use on the social media accounts of partners.

Photography and filming by any of SPL's partners for the purpose of fulfilling that partnership is permitted in all SPL locations without the need to seek permission from SPL, subject to the general requirements described above. The recording must be agreed to in the partnership prior to the event or program.

SPL strongly advises against capturing or recording any patrons on SPL premises without their permission. Partners are required to seek written permission from those being photographed or filmed. If SPL receives complaints around visual capture or other recording on-site, the offending party may be asked to leave the library.

Commercial Photography & Filming

Photography and filming that is either:

- Intended for public use or distribution;
- Conducted or organized by a business, company, organization, institution, artist or researcher, or;
- Involves equipment other than a single, hand-held device.

Commercial photography and filming is permitted in all SPL locations with the written permission of the Director, Strategy & Communication. This applies to professional photographers, film crews/companies, artistic endeavours, research projects, weddings and any other photography or filming that involves more than one person or more than one single, hand-held camera or where the final product is not strictly for personal use.

Permission must be requested at least five business days in advance. Permission can be requested by emailing hello@saskatoonlibrary.ca.

In addition to the general requirements listed above, all commercial photography and filming must refrain from:

- Filming someone without permission, even if they are not identifiable in the final product.
- Closing or blocking access to a library or a part of a library.
- The use of set constructions or the alteration of a building.
- Misuse of library premises or other SPL assets.
- Violating any of the library's bylaws, policies or procedures.
- Harming the library's reputation.
- Political campaigning for election purposes.

Permission will be denied or revoked if the request does not align with this procedure or if the Director, Strategy & Communication believes there is a significant risk or detriment to SPL. If SPL receives complaints around visual capture or other recording in library spaces, the offending party will be asked to cease filming or recording and may be asked to leave the library.

Library Photography & Filming

At programming, public engagement and other public events in library spaces, SPL posts notices when there is photography or filming taking place. Third parties may not use these notices to cover their own duty to secure releases.

For community events not inside a library, SPL adheres to the requirements for photography and filming set out by the event organizers.

For organized photoshoots, SPL requires written permission through signed photo release forms. For those under the age of 18, a parent or legal guardian must provide this written permission.

Exemptions

For meeting rooms, community spaces, theatres or Innovation Labs booked by groups or individuals for events that are not associated with SPL, no permission for photography or filming is required by SPL. The photography or filming must adhere to the general requirements listed above.

Renters must adhere to the [Room Rental Regulations](#).