

# New Brunswick Free Public Library Photography and Location Policy for the Library and the Henry Guest House

Approved March 22, 2006, Revised March 27, 2013

Still and video photography for private, noncommercial use is permitted after notification of the ranking librarian. Photographs cannot be published, sold, reproduced, transferred, distributed, or otherwise commercially exploited. Photography may not disrupt the functions of the library and the Henry Guest House nor interfere with their use by others. The library reserves the right, at its discretion, to withhold or withdraw permission for photography on its premises and grounds.

Members of the media may photograph or film within designated areas for the purpose of news coverage that includes the library. All members of the media must contact the Library Director or his designee before arrival at the library. A staff member must be present to escort them through the facility.

Commercial and special photography arrangements must be made at least one week in advance with the Library Director. The library charges site fees for filming and photography intended for commercial purposes. Site fees will be set by the Library Director and will vary for each project but may include all facility, personnel, and overhead costs plus a 50% surcharge. Filming and photography may not disrupt the function of the library and the Henry Guest House nor interfere with their use by others. The library reserves the right, at its discretion, to withhold or withdraw permission for filming and photography on its premises and grounds without prior notification.

A contract and 50 percent non-refundable deposit are required before any special photography arrangements will be approved. The library reserves the right to approve final content for anything in which images from the library or its properties appear.

The library, its agents and employees for purposes of documenting its activities, security and safety, and for publicity purposes may take photographs of members of the public who are in the library. The library may use those images for promotions, advertisements, publicity, and other purpose including flyers, newspapers, and websites, and to prepare derivative works.

## New Brunswick Free Public Library Image Agreement

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

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

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

I consent for the New Brunswick Free Public Library, its employees, and its agents to create images of me or my child, and to use those images with or without names, and to quote or record me or my child for promotions, advertisements, publicity, and other purpose including flyers, newspapers, and websites. I grant all rights to reproduce, edit, distribute, and display those images publicly including on the Internet. I waive any right to royalties or compensation related to the images' use. The images will become the property of the library and is not responsible for unauthorized duplication or use by third parties. This release is valid until revoked and applies to multiple times and uses.

I agree to indemnify the Library and/or the City of New Brunswick and hold the same harmless against any and all claims, demands, damages, costs and expenses, including reasonable attorneys fees for the defense of such claims, arising out of such images, their use, or misuse.

I certify that I am the parent or guardian of any person(s) named below and that I give my consent on their behalf.

If under age 18, a parent or legal guardian must sign below.

Signature \_\_\_\_\_

Names and Ages of Minor Children (if any):

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_