



Filming and Photography on Library Premises

Policy Statement

Guelph Public Library supports the film and television industry in Guelph by allowing filming and photography on its premises provided there is no disruption of library services, the privacy of customers and Library staff are respected, there is no cost to the Library, and the Library's image and reputation are preserved. The Library welcomes commercial and non-commercial production agencies and public broadcasting institutions creating educational and public interest programs on its premises. Guelph Public Library allows amateur photography and videotaping on library premises with permission. This policy does not apply to news and public affairs coverage of library events, activities or personalities.

1 Policy Principles

1.1 Obtaining Permission

- a. Library staff and customers may not be filmed or photographed without their permission.
- b. Applicants must submit a Photo/Video release Form five business days before filming as well as provide the following information:
 - i. Written synopsis
 - ii. Photoshoot schedule
 - iii. Cast and crew list
 - iv. Equipment list
 - v. Any unique electrical requirements
 - vi. Any unique special effects
- c. All requests for filming and photography at Guelph Public Library locations must be approved in advance by the CEO or Library Communications.
- d. Guelph Public Library retains the right to refuse any request for filming/photographing on its premises.

- e. Followers who post content to the Guelph Public Library social media accounts may do so of their own accord. Posts of identifiable subjects uploaded by individuals are clearly identified as originating from individuals, and not from the Library. When reposting from public accounts, the Guelph Public Library will make every effort to clarify that the library was not the original creator or generator of the image being shared.
- f. The Guelph Public Library cannot use a photo/video that has been provided by a third party (community partner) where permission has not been obtained for collection and use by the GPL.

1.2 Filming and Photography Permit Guidelines

- a. Library staff and/or security guard must be present during all film and photo shoots. The applicant must cover any costs related to this service.
- b. No major set construction or alteration of library locations is permitted.
- c. Payment may be required for additional overhead costs (staffing, power, lights, air conditioning etc.). Payment for these must be made in advance.
- d. All areas occupied in connection with the filming/photographing must be returned to their normal conditions
- e. Applications may not make any connections to the electrical system other than through plugging into standard duplex electrical receptacles. Covers from electrical panels or boxes must not be removed.
- f. Applicants needing auxiliary sources of power must use silenced generators and suspend/cover all cables at their own expense,
- g. All crew must have clearly visible identification to facilitate clearing by security or library staff.
- h. Guelph Public Library is not obligated or responsible to provide parking for applicants. Applicants cannot interfere with customer parking.
- i. Guelph Public Library is not responsible for equipment or material that is damaged or stolen.
- j. Applicants and crew must adhere to the Guelph Public Library's Code of Conduct.
- k. Applicants must acknowledge the Guelph Public Library in the credits.