Policy on Photography, Videotaping, and Use of Other Recording Devices

The Library's primary mission is to provide library services to the residents of Prince William County, Manassas and Manassas Park. Individuals and organizations (including the press) are allowed to use cameras, video camcorders and other recording devices as long as they abide by the policy set forth here. Photography, videotaping, or use of other recording devices may not interfere with the provision of library services. Staff will terminate any photography, videotaping, or recording session that appears to compromise public safety or security, or which blocks access to library materials or services.

Individual Photography/Videotaping

Persons or organizations (including the press) photographing, videotaping, or recording on library premises have the sole responsibility for obtaining the necessary releases and permissions from persons who are to be photographed, videotaped, or recorded. Taking photographs or videotaping of a minor requires the permission of the minor’s parent or guardian. The library undertakes no responsibility for obtaining these releases.

Non-Library/County organizations wishing to take photographs or video at any Prince William Public Library System location must coordinate with the Library’s Marketing & Development Officer by phone 703-792-6100 or librarycommunications@pwcgov.org.

Commercial Photography/Videotaping

The library does not permit commercial photography or filming within the library, except as follows:

Community organizations holding scheduled events or meetings in the library auditorium and/or library meeting rooms may arrange for their own commercial photography or videotaping/recording of their event. Such commercial photography and videotaping is restricted to the space reserved by the group, and the group is responsible for any necessary releases and permissions.
Library Staff Photography/Videotaping

The library reserves the right to document its services and the public's use of the library. Official representatives of the library may take photographs, videotape, or use other recording devices within the library and at library-related events and activities for library purposes. These photographs and video may be copied, displayed, published (including on the library's website), and telecast for such purposes as promotion, publicity, and news to inform the public about the library. All such photography/videotaping will be in accordance with library procedures.

This policy extends to photographs and filming by library staff at Friends of the Library and Library Foundation events and at library booths and programs at public events in the community.

…Approved by Library Board of Trustees 01/26/2012