

Photography and Filming Policy

The purpose of this policy is to ensure that photography and filming within the Welles-Turner Memorial Library (WTML or “the Library”) are conducted in a manner that supports the Library’s mission as a vibrant hub for learning, exploration, and community connection.

The Library will give priority to the use and enjoyment of its spaces by patrons and to the delivery of Library services.

General Information

All persons engaging in photography or filming on Library premises are expected to comply with the Library’s policies, including the Library Behavior Policy. Photography and filming are permitted within the Library to the extent that they do not interfere with the delivery of Library services, disrupt other patrons, or interfere with the use of Library spaces.

The Library is committed to protecting the privacy of its patrons and their use of Library services. Photography or filming may not be used to harass, intimidate, disrupt, or intentionally reveal a patron's use of Library materials, services, or facilities without the patron's permission. Individuals engaging in photography or filming are responsible for obtaining any necessary permissions or releases and should make reasonable efforts to avoid capturing identifiable patrons who have not given permission to be photographed or recorded.

Library staff may direct individuals to stop or modify photography or filming that violates this policy or interferes with Library operations, patron privacy, or public safety. Individuals who do not comply may be subject to the consequences outlined in the Library Behavior Policy.

The Library frequently photographs and records its own programs and events for publicity, promotional, educational, and archival purposes. Library staff will make reasonable efforts to notify members of the public when photography or filming is taking place, including during virtual programs. Individuals who do not wish to be photographed or recorded should notify a Library staff member.

Casual Photography

Casual photography and videotaping by patrons and visitors is permitted in Library facilities, provided that it complies with this policy.

To avoid disturbing other patrons or obstructing Library activities, flash photography, tripods, selfie sticks, and other equipment that may interfere with the use of Library spaces are not permitted without prior authorization from Library staff.

Photography, filming, or audio recording of minors requires prior permission from a parent or legal guardian.

Research Photography

The Library permits photography of its materials and resources for research and scholarly purposes, subject to reasonable limitations. Researchers and journalists are responsible for determining whether permission is required to photograph, reproduce, or publish copyrighted or otherwise protected material. The Library does not grant permission on behalf of copyright holders or other rights holders.

Research photography must not damage Library materials or interfere with Library operations or the use of Library spaces by others.

News Media Photography

The Library welcomes news media photography and filming related to the Library, its programs, services, and activities. Advance authorization should be obtained from the Library Director or staff member in charge.

Library facilities may not be used for unrelated interviews, opinion polls, “man-on-the-street” interviews, or similar activities without prior authorization.

News media may photograph Library materials and resources for research purposes, subject to the limitations described in the Research Photography section.

Documentary-Type Photography for publication or broadcast

The Library permits photography and filming of its premises, programs, services, and activities with advance authorization from the Library Director, and when the resulting photographs or recordings are intended for publication or broadcast and the Library is directly involved in the subject of the work.

Examples include books, articles, documentaries, or videos about the Library; the Library’s role as a learning destination in the Town of Glastonbury; or projects that feature the Library as part of a broader description of the Glastonbury community.

Commercial Photography and Filming

All commercial photography and filming must be arranged in advance with the Library Director.

The Library may establish reasonable conditions regarding the time, location, equipment, duration, and manner of commercial photography or filming to ensure that Library services and patrons are not adversely affected.

Photography for Groups and Non-Library Events in the Library's meeting rooms

Groups using the Library's meeting rooms may arrange for photography, filming, or news media coverage during their events. Photography and filming associated with such events are restricted to the space reserved by the group and must comply with the Library Behavior Policy.

Groups are responsible for obtaining any necessary permissions or releases from individuals who are photographed or recorded during their events.

Approved by the WTML Library Board: September 14, 2026