



<b>Policy Name</b>	Photography and Filming		
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<b>Author</b>	Manager, Programming and Promotions	<b>Next Review</b>	2028
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## Policy Statement

St. Catharines Public Library (SCPL, the Library) supports the City of St. Catharines' commitment to being a film friendly community. SCPL welcomes commercial and non-commercial production agencies and public broadcasting institutions creating educational and public interest programs on its premises provided there is no disruption of library service or cost to the Library and that the Library's image and reputation are preserved.

SCPL also allows amateur photography and filming on library premises with permission.

## Scope

This policy applies to all forms of photography and filming on library premises for personal, news media, educational, commercial and promotional purposes. It does not apply to the use of drones, which is not permitted except with written authorization from Transport Canada, the City of St. Catharines, and the St. Catharines Public Library.

## Definitions

Photography and filming include the following formats: photos taken with a camera, photos taken using a phone or other electronic device, videography, video recording, live streaming, and audio recording.

**Personal Photography or Filming:** Photography or filming intended for personal,

individual and occasional use without commercial objective or to make profit. Usually carried out on smart phones or other personal hand-held devices.

**Non-Commercial (News Media) Photography or Filming:** Photography or film footage captured by accredited news agencies for use in print, broadcast, or online publications.

**Non-commercial (Student Research) Photography or Filming:** Photography or filming intended for educational purposes or academic achievement without commercial objective or to make profit.

**Commercial Photography or Filming:** Photography, film, video, digital or other technology to broadcast or publicly exhibit for profit or to advertise a product or service.

**Library-Initiated Promotional Photography or Filming:** Photography or film footage captured by library staff or contractor hired by SCPL for promotional use such as brochures, web pages, or news releases.

## Regulations

All individuals, groups or organizations permitted to photograph or film on library premises must not violate the Library's policies and procedures, including the SCPL Code of Conduct, and all applicable laws and by-laws, including but not limited to:

- Canadian Charter of Rights and Freedoms
- Canada Copyright Act
- Criminal Code of Canada
- Municipal Freedom of Information and Protection of Privacy Act
- Occupational Health and Safety Act
- Ontario Human Rights Code
- Ontario Public Libraries Act R.S.P., 1990, c. P.44
- Personal Information Protection and Electronics Document Act

Failure to comply with the regulations in this policy may result in potential legal consequences.

## Operational Guidelines

### **Personal Photography or Filming**

SCPL recognizes that today's technology allows for free unrestricted photography and filming for personal, individual and occasional use.

The Library reserves the right to stop personal photography or filming at any time on its premises if it is causing a disturbance, endangering safety of others in the library space, or violates library policy and rules for behaviour as described in the Code of Conduct. Photography, filming and the use of filming devices is not permitted in some areas on Library premises, such as the washrooms.

Renters of library meeting rooms or other spaces in SCPL locations may arrange for photography or filming during their event(s). Photography and filming should be limited to the space reserved for the group. Renters, not library staff, are responsible for following appropriate procedures and covering their own duty to get permission to photograph or film from staff or customers.

### **Non-commercial (News Media) Photography or Filming**

SCPL welcomes accredited news media photographers, videographers and journalists covering news about the Library, its services and programs. Media are requested to check in with Library Management prior to arrival by email at [info@myscpl.ca](mailto:info@myscpl.ca) or telephone at 905-688-6103.

### **Non-commercial (Student Research) Photography or Filming**

SCPL welcomes students working on non-commercial photography or filming projects for educational, academic or research purposes. Students must submit an application and valid Certificate of Insurance to the City of St. Catharines on [filmstc.ca](http://filmstc.ca) and obtain prior approval from Library Management via email at [info@myscpl.ca](mailto:info@myscpl.ca) or telephone at 905-688-6103 to coordinate time and location and avoid disruption to library operations.

### **Commercial Photography or Filming**

Commercial photography or filming is subject to applicable fees and requires written approval via request to the City of St. Catharines on [filmstc.ca](http://filmstc.ca) and the St. Catharines Public Library via the [Application to Film/Photograph/Record](#). Filming requests must be received by the Library a minimum of 15 business days in advance of prep. The Library coordinates commercial filming with the City of St. Catharines and evaluates requests based on project type, time, duration of the shoot, opportunity to showcase library spaces or services, impact on library operations and insurance credentials. Final approval for use of library facilities rests with the St. Catharines Public Library.

The Library may terminate an individual's or group's right to the use of the premises if:

- a) The Library becomes aware of a use contrary to law.
- b) The group has misrepresented anything in the Film Application.

- c) There is a likelihood of harm to any person or property.
- d) The group has previously misused the premises or other Library facilities or;
- e) Has failed to pay any fees owing to the Library.

### **Library-Initiated Photography or Filming**

SCPL often collects photos or videos to be used for promotional purposes. The Library will obtain photo/video release permission from individuals or from parents/guardians of persons under 18 years old to use their names or images for library related promotional materials or publicity.

The Library will post notices or make announcements when capturing photos or videos of library events, programs or services, constituting consent from those entering the premises to be photographed or filmed and to the release of publication, exhibition and reproduction of any and all recorded media. Individuals not wishing to be photographed or filmed must identify themselves to staff and explicitly request so.

### **Individual Permissions and Copyright**

If Library photography or filming permissions are granted, individuals or external groups must also secure their own permissions/releases directly from any identifiable individuals whom they wish to film in addition to any notices that may be posted throughout the Library or any announcements made by library staff.

Photography or filming of the Library's materials and resources may be permitted with pre-approval by Library Management. Additional copyright permissions may be required and must be obtained by the individual from the author or publisher of the material.

## **Reference**

Policy (G-07) Code of Conduct