



**UPPER DUBLIN
LIBRARY**

Upper Dublin Public Library Media Relations Policy

LIBRARY SPOKESPERSON

In order to provide the most current and consistent information about the Upper Dublin Public Library (“UDPL”), all contact with news media will be carried out through the Library Director or the Upper Dublin Library Board of Director’s President, although, at times, individuals occupying such positions may refer the media to specific staff members. The Library Board President is the spokesperson for the Library Board of Directors. All inquiries from reporters or other media persons should be reported immediately to the Library Director. Questions from the public regarding the general operations of the Library should be referred to the Library Director.

When asked by the public for information related to library business or policy, staff should consult with the Library Director or supervisor in charge of the building in the Library Director’s absence. When requested by the Library Director, employees who represent the Library as media spokespersons should avoid speculation on any topic and refrain from offering personal opinions about Library policies or programs, even when asked to do so by a reporter.

NEWSGATHERING IN THE LIBRARY

Members of the media who wish to conduct newsgathering in the Library in any manner disruptive to, or interfering with, the operation of the Library or its use by other customers, must make themselves known to either the Library Director or the supervisor in charge of the building in the Library Director’s absence. Examples of behavior that can be disruptive or interfere with the operation of the library or its use by other customers, include, but are not limited to, interviewing at other than conversational voice level, photographing, video recording, or audio recording customers or staff. (See **Photography or Recording by Members of the Public or Media** below.) Staff members witnessing members of the media engaged in such activity must inform them of the policy and ask that they request and gain permission from the Library Director before further conducting newsgathering in the Library.

PHOTOGRAPHY OR RECORDING BY THE LIBRARY STAFF OR ITS REPRESENTATIVES

Classes or events sponsored by the UDPL may be photographed or video-recorded by the Library’s staff or its representatives. Attendance at a UDPL-sponsored class or event constitutes the consent of all attendees, and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or videos at the sole discretion of the UDPL. To ensure the privacy of all individuals, their images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.

The above policy applies only to open, public events. Closed events, such as class visits by Upper Dublin Township Schools, would require releases and/or permissions from the supervisor of the visiting organization.

PHOTOGRAPHY OR RECORDING BY MEMBERS OF THE PUBLIC OR THE MEDIA

While the library is a public place, it is considered a “limited public forum” under federal law. Public libraries may reasonably restrict the exercise of free speech rights in their buildings, particularly when the conduct would be disruptive to, or interfere with, the other customers or staff or be inconsistent with the Library’s mission.

Subject to the preceding paragraph: photography and video or audio recording by visitors to the Library are generally permitted if it is strictly for personal use. Photography and video or audio recording for commercial purposes are permitted only if the activity has been expressly approved by the Library Director. In order to ensure that such activity would not be disruptive to, or interfere with, the library staff or other customers, all individuals proposing to engage in such commercial activities must request approval in writing and in advance.

All requests to use a Library as a setting for photography, video or audio recording are to be referred to the Library Director, who has the responsibility and authority to evaluate the requests and to monitor the recording. Requests will be evaluated in terms of their impact on library operations and services. Under no circumstances may the public or members of the media take photographs or record video or audio without the express permission of any Library customer or staff member who would be included within the composition. In the case of minors, written permission must be obtained from the parent or legal guardian.

Any consent granted pursuant to this Policy to permit photography or recording may be revoked at any time upon failure to comply with terms of this Policy or other rules and regulations of the Library.

Adopted by the Upper Dublin Public Library Board of Directors 9/21/2022