



## Woburn Public Library Photography & Filming Policy

Non-commercial photography, filming, and recording are welcome in all public areas of the Woburn Public Library within the following guidelines:

- Any equipment associated with photography or filming should not in any way obstruct library operations or passageways.
- Any equipment associated with photography or filming should not in any way disturb members of the public.
- Photography or filming of other patrons may only take place with their express consent verbal or written or the consent of a parent or guardian (in case of a minor).

Those wanting to photograph archival materials will be referred to the Archivist, for preservation purposes.

No commercial media photography is permitted, such as filming, or recording including formal, wedding, engagement, senior photos and school projects without the permission of the Library Director ([librarydirector@cityofwoburn.com](mailto:librarydirector@cityofwoburn.com)) or designee. Permission must be secured in advance by contacting the Library Director or designee. Any consent granted pursuant to this policy to permit photography or filming may be revoked by the Library Director or designee at any time.

Library staff reserve the right to accompany individuals who are photographing, filming, or recording in the building.

The Woburn Public Library frequently photographs, films, or records programs and events for its own publicity and promotional purposes. Attendance at programs and events is considered consent to photography, filming, or recording; however, Library staff will make every effort to inform patrons when photographing, filming, or recording events and will make every effort to accommodate those who wish to opt out.

Approved by the Woburn Public Library Board of Trustees on November 14, 2023