

Boston Public Library

Procedures for Filming of Public Programs

These guidelines and procedures are for professional recording of public programming at the Boston Public Library. For the policy on personal photography (including wedding photography) and commercial or creative filming, please contact the Events Office at 617.859.2212 or events@bpl.org.

The recording of a library program provides the opportunity to widely promote a program and engage broad public awareness and interest. Permission will only be given to record library-initiated programming. Please refer to the following guidelines and procedures for filming a library program:

PROCEDURES

1. **ADVANCE NOTICE:** Professional filming, videotaping, recording or photographing of public programming at the library is permitted only with advance approval from BPL Exhibitions and Programming Department. The library requires at least **one month** written notice for such requests.
 - a. **WRITTEN REQUEST:** All recording is subject to library and speaker approval. Each request will be considered on a case by case basis. To request approval, the individual or organization must submit the *Filming Application* to the BPL Exhibitions and Programming Department.
 - **Please Note:** Organizations may not financially benefit from viewings of the recording.
2. **VISITOR-RELATED RESTRICTIONS:** Recording may not disrupt or inconvenience normal library use. The in-person audience and their experience must take precedence. Recording must focus on speaker(s), not audience (excluding Q&A). The library reserves the right to remove any and all individual(s) conducting the filming, recording or photography, and any and all crew accompanying them on site, if they fail to comply; or if their presence may cause physical damage to library property and/or disrupt the flow of the program.
3. **ELECTRICAL POWER:** Electrical power is limited. Please inquire about available amperage and location of electrical circuits, if needed. Lighting may not be used without prior approval.
4. **EQUIPMENT:** Photographers and technicians are to take full responsibility for their equipment and bear all risk of damage or loss of equipment brought on site. Crew must supply all of their own equipment (including extension cords). The library will not be liable for any equipment damage or loss of equipment.

All equipment, such as tripods, must use rubber tips or pads to prevent damage to floors. Equipment must be set a reasonable distance from objects, walls, doors and other interior architectural elements. Nothing may be affixed to any surface (i.e. walls, windows, floors, furniture, or fixtures). A library representative will dictate where equipment may be placed.

The library is unable to provide storage for any group. All items used for filming/recording must be removed immediately after the program concludes.

All equipment must be set-up and in place at least 30 minutes before the start of the program.
5. **LOAD IN/OUT:** After your filming request has been approved, please consult BPL regarding appropriate loading areas/times.
6. **LEGAL RESTRICTIONS:** The Boston Public Library's name cannot be used in any advertising, publicity or promotional material without the prior written approval. The library is not the sponsor of the shoot and its name, logo or image(s) may not be used without permission for any reason.