

New Brunswick Free Public Library Photography and Location Policy for the Library and the Henry Guest House

Approved March 22, 2006, Revised March 26, 2025

Photographing, filming, and video recording for personal noncommercial use is permitted if it does not disrupt the functions of the library and the Henry Guest House nor interfere with their use by others. The library reserves the right, at its discretion, to withhold or withdraw such permission for photography or recording on its premises and grounds.

Minors may not be photographed, filmed, or videorecorded without the consent of a parent or guardian, except by library staff during library-sponsored programs and except incidentally in group or crowd photos.

Photographing, filming, or videorecording is prohibited in nonpublic areas of the library. Persons who would be excluded from an area if they were not photographing, filming, or videorecording remain excluded from that area.

Anyone photographing, filming, or videorecording shall not harass, intimidate, or threaten a patron or staff member, interfere with library operations, or obstruct library aisles, walkways, stairwells, doors, exits, elevators, or service desks.

Groups using library meeting facilities may arrange for photographing, filming, or videorecording of their event and its attendees only in the space reserved by the group.

Meetings subject to New Jersey's Open Public Meetings Act (OPMA) which take place in the library may be photographed, filmed, or videorecorded without library permission provided that filming does not disrupt the business of the meeting nor physically interfere with the conduct of the meeting or the public's access to the meeting and shall comply with OPRA's.

Members of the media may photograph or record within designated areas for the purpose of news coverage that includes the library. All members of the media must contact the Library Director or his designee before arrival at the library. A staff member must be present to escort them through the facility.

Commercial photography and recording arrangements must be made at least one week in advance with the Library Director. The library may charge site fees for recording and photography intended for commercial purposes. Site fees will be set

by the Library Director and will vary for each project but may include all facility, personnel, and overhead costs plus a 50% surcharge. Recording and photography may not disrupt the function of the library and the Henry Guest House nor interfere with their use by others. The library reserves the right, at its discretion, to withhold or withdraw permission for recording and photography on its premises and grounds without prior notification.

If a site fee has been set, a contract and 50 percent non-refundable deposit are required before any special photography or recording arrangements will be approved. The library reserves the right to approve final content for anything in which images from the library or its properties appear.

The library, its agents and employees, for purposes of documenting its activities, security and safety, and for publicity purposes, may take photographs of members of the public who are in the library. The library may use those images for promotions, advertisements, publicity, and other purpose including flyers, newspapers, and websites, and to prepare derivative works.

New Brunswick Free Public Library Image Agreement

Date: _____

Name: _____

Address: _____

Telephone: _____

I consent for the New Brunswick Free Public Library, its employees, and its agents to create images of me or my child, and to use those images with or without names, and to quote or record me or my child for promotions, advertisements, publicity, and other purpose including flyers, newspapers, and websites. I grant all rights to reproduce, edit, distribute, and display those images publicly including on the Internet. I waive any right to royalties or compensation related to the images' use. The images will become the property of the library and is not responsible for unauthorized duplication or use by third parties. This release is valid until revoked and applies to multiple times and uses.

I agree to indemnify the Library and/or the City of New Brunswick and hold the same harmless against any and all claims, demands, damages, costs and expenses, including reasonable attorneys fees for the defense of such claims, arising out of such images, their use, or misuse.

I certify that I am the parent or guardian of any person(s) named below and that I give my consent on their behalf.

If under age 18, a parent or legal guardian must sign below.

Signature _____

Names and Ages of Minor Children (if any):

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

New Brunswick Free Public Library

Acuerdo de Imagen

Fecha: _____

Nombre: _____

Dirección: _____

Teléfono: _____

Yo doy permiso para que La Biblioteca Publica de New Brunswick, sus trabajadores y sus agentes puedan crear imagines de mi o mi hijo/a y para usarlas con o sin nombres y para citarme o grabarme a mi o a mi hijo para promociones, publicaciones y otros propósitos incluyendo panfletos, periódicos o citio web. Yo consedo todos los derechos de reproducir, editar, distribuir y mostrar esas imagines públicamente incluyendo en el Internet. Yo renuncio todo derecho a las regalías o compensación relacionadas con las imagines de uso. Las imagines serán propiedad de la biblioteca y no serán responsable por duplicaciones no autorizadas o uso por terceras personas. Este documento es valido asta ser revocado y aplica para usos múltiples.

Yo estoy de acuerdo a indemnizar a la biblioteca y/o la Ciudad de New Brunswick y tener las mismas intenciones en contra cualquier reclamación, demandas, danos, costos o gastos incluyendo gastos rasonables de abogados para la defensa de cualquier reclamo, que surgan de estas imagines, su uso o misuso.

Yo certifico que soy el padre/madre o guardián de la persona cual nombre están abajo y que doy mi consentimiento de su parte.

Si es menor de 18 anos, un padre/madre o guardián legal tiene que firmar abajo.

Firma _____

Nombres y edades de niños menores (si es aplicable):

Nombre: _____ Edad: _____

Nombre: _____ Edad: _____

Nombre: _____ Edad: _____

Nombre: _____ Edad: _____

New Brunswick Free Public Library
Permission to Video-record and/or Photograph

I, _____, am 18 years old or older.

I, _____, am the parent or legal guardian of _____.

I give my consent for The New Brunswick Free Public Library, its employees, and agents to photograph and video-record me or my child; to use those images with or without names; to edit those images; to quote or record me or my child for any purpose including use on websites; and waive all rights to reproduce, distribute, and display those images publicly in any media.

I understand that the images and video will become the property of the library, and I or my child will not receive compensation when those images are used.

I agree to reimburse the library and/or the City of New Brunswick and hold them harmless against all claims, demands, and liabilities arising out of the use or misuse of those images.

Signature _____ Date: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

New Brunswick Free Public Library
Acuerdo de Imagen y/o Video

Yo, _____, tengo 18 años ó mas.

Yo, _____, soy el padre o guardian legal de _____.

Yo doy mi consentimiento a la Biblioteca Pública de New Brunswick, sus trabajadores y sus agentes para fotografiar y tomar video de mi o de mi hijo; para usar esas imagines con ó sin nombre; para editar esas imagines; para citarme ó grabarme a mi ó mi hijo para cualquier propósito incluyendo el uso en el sitio web; yo renuncio todo derecho a reproducir, distribuir, y mostrar esas imagines públicamente en cualquier plataforma.

Yo comprendo que las imagines y video serán propiedad de la biblioteca, y ni mi hijo ó yo recibiremos compensación ó regalía, relacionadas con el uso de esas imagines.

Yo estoy de acuerdo a indemnizar a la biblioteca u/o a la Ciudad de New Brunswick y tener las mismas intenciones en contra de cualquier reclamación, o demandas que surgan del uso o mis uso de estas imagines.

Firma _____ Fecha _____

Dirección _____

Ciudad, Estado, Código Postal _____

Teléfono _____

Correo Electrónico _____