

Filming Policy

Date: January 2022

Review Date: January 2025



Policy Title	<i>Filming Policy</i>
Policy Number	<i>POL016</i>
Version	<i>4 (January 2022)</i>
Policy Sponsor	<i>The Director of Library Services</i>
Policy Owner	<i>The Head of Strategic Marketing and Communications</i>
Committee and Date Recommended for Approval	<i>Services, 20 January 2022</i>
Date Approved by the Board	<i>10 February 2022</i>
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Rural Needs Impact Assessment Status	<i>Assessed: 30 November 2018 Assessment Reviewed: 12 January 2022</i>
Date Set For Review	<i>January 2025</i>
Related Policies	<ul style="list-style-type: none"> • <i>Data Protection Policy</i> • <i>Media Handling Policy</i> • <i>Privacy Statement</i> • <i>Room Hire Policy</i> • <i>Safeguarding Policy</i>

Filming Policy

1. Introduction

- 1.1 Libraries receive regular requests to film in or around a library location.
- 1.2 The three main categories of requests are as follows:
 - media requests to film in response to a news item; these requests are often associated directly with a news story (news film requests)
 - filming of library resources e.g. newspapers, heritage, stock
 - using library premises as a location.

2. Purpose

- 2.1 This policy sets out the Libraries NI approach to responding to requests to film in or around a library location. It does not include filming that takes place as a result of Libraries NI proactively seeking to raise its profile and/or promote its services and events.

3. Policy

- 3.1 Libraries NI recognises the need for positive media coverage for libraries and the importance of working with the media to promote libraries, library services and the resources that are available.
- 3.2 Libraries NI staff members will attempt to facilitate filming requests when possible. However, it is recognised that this can be disruptive to customer service and/or demanding on staff time and an appropriate balance is required.
- 3.3 Priority will be given to news items and to items that feature Libraries NI resources.
- 3.4 The following conditions will apply:
 - all filming will be subject to relevant legislative and library policy constraints
 - Libraries NI reserves the right, for any reason, to decline any request for filming or to require that filming ceases with only such notice as would be reasonable.
 - filming which might breach Libraries NI's Health and Safety Policies will not be permitted
 - filming which might compromise the perception of the Service as an open and welcoming space to all will not be permitted
 - if library customers or staff are involved in filming all relevant permissions must be obtained including, where appropriate, those set out in the Libraries NI Safeguarding Policy
 - Libraries NI should be acknowledged as the source of resources or a location.
- 3.5 Charges will normally be made for the use of a library as a filming location.

4. Authority

Policy Sponsor: The Director of Library Services is the Policy Sponsor.

Policy Owner: The Head of Strategic Marketing and Communications is the Policy Owner.

Policy Contact: The Head of Strategic Marketing and Communications is the Policy Contact.

5. Related Documents

Policies

- Data Protection Policy
- Media Handling Policy
- Privacy Statement
- Room Hire Policy
- Safeguarding Policy

Procedures

- Managing Filming Procedures