

Filming Policy

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Policy Sponsor	<i>The Director of Library Services</i>
Policy Owner	<i>The Head of Strategic Marketing and Communications</i>
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Date Set For Review	<i>January 2028</i>
Related Policies	<ul style="list-style-type: none"> • <i>Byelaws</i> • <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 NI receives regular requests to film in or around library locations.
- 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 or requests to film library customers in relation to news items)
 - filming of library resources e.g. newspapers, heritage, stock
 - using library premises as a location.

2. Purpose

- 2.1 This policy sets out Libraries NI's approach to responding to requests to film in or around library locations. 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. All filming requests should be managed in accordance with the Managing Filming Procedures.
- 3.3 Priority will be given to news items and to items that feature and promote Libraries NI's libraries and/or 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 At the discretion of Libraries NI charges will normally be made for use of Libraries NI facilities or property as a filming/photographic location.
- 3.6 Persons (other than those who are directly employed by Libraries NI) responsible for the taking of photographs and/or filming on/in Libraries NI property shall indemnify Libraries NI against all losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability in any way arising from their activities including but not limited to injuries to persons and/or damage to property.
- 3.7 It is the sole responsibility of persons capturing photographs and/or filming on/in Libraries NI facilities to obtain from persons who are filmed and/or photographed, all necessary releases and permissions pertaining to the use, retention or distribution of their images.

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

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

Procedures

- Managing Filming Procedures