



## ***Oradell Free Public Library***

375 Kinderkamack Road  
John J. Trause, Director  
Oradell, New Jersey 07649  
(201) 262-2613 - Fax (201) 262-9112

### **APPLICATION FOR PERMISSION TO PHOTOGRAPH, FILM, AND RECORD BY VIDEO AT THE ORADELL PUBLIC LIBRARY**

#### **Documentary-Type Photography for Publication or Broadcast**

The Library permits photography of its premises and activities when the use of the photographs involves the Library directly, i.e. books, articles, or videorecordings about the Library itself, the Library's role as a destination for lifelong learning in the Borough of Oradell, or as part of a piece used to describe the region's environs. Authorization for documentary photography must be obtained in advance from the Library Director.

#### **Movie, Broadcast Television, Cable, and Music Industries**

The Library will permit use of its facilities by the movie, television, cable, or music industries for filming major entertainment projects where a library setting is called for, if the project does not interfere with the mission of the Oradell Public Library, is in accordance with the rest of this policy, and does not advertise or promote commercial products.

Because the Library wishes to avoid any appearance, no matter how slight, of impropriety or impression of political preference, the Library will not permit filming related to political campaigns or to partisan issues.

Those projects permitted in this category must be approved in advance through the Library Director and Board of Trustees, with details worked out in advance with the Library. Such filming may take place only during hours approved by the Library Director, and all technical staff, including talent, and equipment for the entertainment shoot must not interfere with Library staff and patron activity.

Contact information of photographer, etc.:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Email address : \_\_\_\_\_

Signed: \_\_\_\_\_  
Dated: \_\_\_\_\_

Date(s) of appointment: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Names and contact information of the program instructors or producers

: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_