

## **TOPSFIELD TOWN LIBRARY**

### **PHOTOGRAPHING OF ARTWORK**

Patrons are encouraged to fully enjoy art owned by the library. However, in the case of photographing the library's artwork (and in order to minimize disruption to regular library activities), approval should be sought from the library director or her representative, or a library trustee. The taking of photographs is generally reserved for the purposes of publicity, scholarship or research, or to fulfill a request from the original artist.

Photographing the artwork on loan from the DeCordova Museum is not permitted without the written approval of the museum and the library trustees. Several weeks' notice is usually required by the museum. Approval is generally reserved for publicity that is being generated by the library itself.

Photographing of artwork that is on exhibit in the meeting room is permitted only with the approval of the exhibiting artist.

Videotaping of the interior of the library, including of special events, is not permitted without the approval of the library director or trustees. Any videotaping of an artist/performer must have the approval of that artist/performer; any videotaping of artwork must have the approval of the artist. Videotaping of artwork from the DeCordova Museum is not permitted without the written approval of the museum and the library trustees.

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