



Filming and Photography Policy

Introduction

The Paleontological Research Institution (PRI) respect individuals' right to privacy and strives to ensure this right. The following **Filming and Photography Policy** provides guidelines for PRI staff, visitors, and third party professionals on taking and using film or images at our venues or events. This policy is not intended to prevent PRI supporters from taking photographs or film, but rather to ensure that only those who have a right to take and use photographs or film do so in an appropriate manner.

Definitions

- The terms **“photograph”** or **“photography”** means any method including photography, filming, still imaging, videotaping or any other process of still image or audiovisual capturing in any method used now or in the future that is subject to the United States Copyright Act. (17 USC 101 et. Seq.)
 - The **“Paleontological Research Institution” (“PRI”)** shall include the following:
 - The Museum of the Earth
 - The Cayuga Nature Center
 - Smith Woods
 - Palmer Hall
 - All other property, grounds, and facilities assigned to the Museum of the Earth, Cayuga Nature Center, Smith Woods, or Palmer Hall
 - Special on- and off-site events with likeness to the Museum of the Earth, Cayuga Nature Center, Smith Woods, or Palmer Hall
 - **“PRI staff”** are all members or individuals affiliated with PRI, including:
 - Paid staff, including full-time, part-time, and seasonal/temporary staff
 - Volunteers and interns
 - Board Members and Directors
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General Photography Policy

(Photography NOT completed by, affiliated with, or used by PRI staff)

Visitors



Filming and Photography Policy

- Photography and filming of exhibits by patrons and visitors is permitted for personal and/or amateur use, except where noted. This includes the use of cell phones, handheld cameras, and video cameras.
- Photographs or videos may not be loaned, leased or used for any commercial or promotional purpose.
- Other visitors may be included in visitor photograph or film. Visitors are encouraged to respect their privacy by not distributing images publicly that shows other visitors.

Press and Media

- Members of the press or media are permitted to photograph exhibits with prior notification and permission from the **Marketing and Communications Department**.
- The press member must identify themselves by showing identification and signing in with the Museum's receptionist. Members will also be required to wear a "press" badge provided by PRI.
- Individuals must provide proof of identity before and during their photo shoot (i.e. driver's license, government-issued proof of identification). Permission to photograph on premise will only be permitted after proof of identity is provided.
- Individuals filming or photographing on premises have sole responsibility for gaining all necessary releases and permissions from persons who can be identified in any photography. PRI undertakes no responsibility for obtaining these releases. The individual taking must acknowledge that they are not affiliated with nor endorsed by PRI.

Professional, Commercial, Student Projects, and Facility Rentals

- Photo shoots for commercial purposes (advertising, music videos, training videos, collateral, etc.) or for student projects (student films, college-affiliated assignments) must be approved and scheduled in advance with the **Visitor Services Department**. A minimum of two weeks' notice is required.
- A signed **Photo/Video Shoot Reservation and Confirmation Letter** must be completed prior to any shoot and a fee may be charged for use of facilities and staff time. **This agreement must be submitted at least one week in advance.**
- All members must provide proof of identity before and during their photo shoot (i.e. driver's license, government-issued proof of identification, student ID card). Permission to photograph on premise will only be permitted after proof of identity is provided.
- Photographers filming or photographing on premises have sole responsibility for gaining all necessary releases and permissions from persons who can be identified in any photography. PRI undertakes no responsibility for obtaining these releases. The individual taking must acknowledge that they are not affiliated with nor endorsed by PRI.



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- Unscheduled photo shoots that cannot be staffed will be declined.

NOTE: PRI reserves the right, at its sole discretion, to withhold and/or withdraw permission to photograph on its premises or to reproduce photographs or film at any time. For more information, please contact the Marketing and Communications Department at marketing@priweb.org or at (607) 273x6623 x15.

Important Information for Visitors

Taking and Use of Images

Images Taken By PRI

- Visitors over the age of 18 may be photographed or filmed during their visit to PRI. A visitor's presence implies use of their likeness by PRI **and is not subject to the completion of a Photographic Release Form**. PRI staff will be encouraged to inform a visitor of their use in photography out of courtesy.
- Visitors may request at any time not to be photographed. PRI staff will be required to honor this request.
- Permission to take images of visitors under the age of 18 must be sought by PRI staff to ensure that parents/guardians are aware of when and how their images may be used. **Photographs of visitors under the age of 18 will require the completion of a Photographic Release Form**.
- Photography will be done in a reasonable manner in a way that does not interfere with the visitor's experience.

Images NOT Taken By PRI

- Photographers filming or photographing on premises have sole responsibility for gaining all necessary releases and permissions from persons who can be identified in any photography. PRI undertakes no responsibility for obtaining these releases.
- Visitors may request at any time not to be photographed. Any individuals taking photographs are required to honor this request. Individuals will be asked by PRI staff at any time to be removed from the premises if they do not comply.

Reporting Non-Authorized Taking and Use of Images



Filming and Photography Policy

If you are concerned about an individual taking photographs or film, please approach a PRI staff member immediately. PRI staff may approach photographers upon a complaint from a member of the public that the activity is suspicious in nature or inconsistent with our **Filming and Photography Policy**.

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