

## General Photography and Video Guidelines for Visitors\* to the Library of Congress

- **TIME LIMIT:** Photography/video sessions are limited to **not more than one hour, preferably avoiding the most active periods of 10:30 a.m. to 3:30 p.m. Monday–Saturday.** For information about visiting the Library, contact Visitor Services at 202-707-9779.
- EQUIPMENT: Specialized equipment (e.g. tripods, bipods, monopods, selfie sticks, lights) is only permitted with written permission from the Office of Communications (<u>news@loc.gov</u> or 202-707-2905). Request for written permission must be submitted at least 7 days prior to arrival. Permission to use equipment is not given for wedding and engagement photo shoots.
- **GROUP SIZE:** Group size is limited to 5 people, including the photographer or videographer.
- **RESTRICTIONS and PROHIBITIONS:** 
  - Photography/video must not interfere with the movement of visitors or block ingress and egress areas, including stairs, landings, doorways, exhibitions, etc.
  - Photography/video is not permitted in restricted areas of Library buildings, including the reading rooms or areas not open to the public.
  - Photographer/videographer must comply with all signs designating areas where photography or flash are prohibited.
  - Staged photography/video is not permitted in the Main Reading Room overlook, on or near the stairways or landings, or in exhibition galleries.
  - Appropriate clothing and shoes are required. Changing facilities are not available.
  - Unsafe activities (e.g., running, dancing, skating, sliding down banisters) are prohibited.
- **PHOTOGRAPHING OTHERS:** Photographers are responsible for complying with privacy law and other legal restrictions in photographing others. Photographing/videotaping of staff and volunteers is not permitted without their written permission. Photographing/videotaping police or security areas is prohibited.
- **SECURITY CHECKS**: All camera equipment must go through the x-ray machine on entry. Bags will be checked upon departure. Bags and accessories must remain with owners at all times
- **EXTERIOR**: Photographing/videotaping exteriors of Library buildings must be requested through the U.S. Capitol Police (202-224-8891 or www.uscapitolpolice.gov/special\_events.php).

Failure to comply with these guidelines or any directives from appropriate Library staff or U.S. Capitol Police can result in eviction from the premises.

\*News media and commercial productions, including photography shoots requiring location agreements, potentially intrusive professional equipment such as tripods, or interference with Library operations must contact the Office of Communications (<u>news@loc.gov</u>, 202-707-2905) for approval and permits.

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