

## **Photography Policy**

upd. 4-5-2023

The Museum's photography policy has the following goals:

- Protect the Old Pathology Building, the Doctor's Office, and the Medicinal Garden
- Prevent damage to artifacts in the collection and exhibits
- Protect the reputation, mission, and messages of the Indiana Medical History Museum
- Protect proprietary material owned by the Museum or guest presenters
- Respect former Central State Patients by limiting certain items that can be photographed
- Respect the privacy of visitors

Within the limitations spelled out in this policy, visitors are encouraged to take and post on social media still photographs to commemorate their visit.

### **Personal Photography During Tours**

A Visitor may use a personal camera or device such as a smart phone to take still photos during tours with the following limitations:

- Flash photography may not be used, and additional lighting and reflectors are not allowed inside either the Old Pathology Building or the Doctor's Office.
- No artifacts, objects, furniture, signage, or displays may be moved.
- Images of the hemi-heads in the Anatomical Museum, original autopsy records, or items designated by staff are not allowed.
- Selfie sticks and tripods are not allowed.
- The photographer and any other individuals must remain in areas designated for visitors.
- Neither audio nor video recordings are allowed at any time.
- All visitors must remain with their designated tour group.
- Commercial use of still photographs taken by visitors is not allowed.

### **Personal Photography During Museum Events, Open Houses, and Programs Other Than Formal Presentations**

A Visitor may use a personal camera or device such as a smart phone to take still photos during Museum events such as the Wizard's Academy, open houses, or other programmed activities with the following limitations:

- Flash photography may not be used, and additional lighting and reflectors are not allowed inside either the Old Pathology Building or the Doctor's Office.
- No artifacts, objects, furniture, signage, or displays may be moved.
- Images of the hemi-heads in the Anatomical Museum, original autopsy records, or items designated by staff are not allowed.
- Selfie sticks and tripods are not allowed.
- The photographer and any other individuals must remain in areas designated for visitors.
- Neither audio nor video recordings are allowed at any time.
- Commercial use of still photographs taken by visitors is not allowed.

### **Personal Photography During Museum Formal Presentations**

Attendees should respect both presenters and their proprietary material during formal presentations; therefore, there will be no still photographs nor video or audio recordings unless permitted by the staff. Advance program information and electronic and paper tickets will indicate that Individuals may not take still photos or make audio or video recordings before, during, or after such programs. The Museum will determine when to make photo or video

documentation of its programs and will decide how and under what conditions to make such documentation available to the public. The Museum staff will announce any exceptions to this policy for specific events.

### **Photography During Rental Events**

When renting the Museum for an event or program, neither the renter nor guests are allowed to make audio or video recordings of their program unless granted prior approval. If a renter wishes to make either an audio or video recording, this request must be included in their event plan and must be reviewed and approved by the executive director. Since the Museum is merely providing a venue for an outside event, still photographs, the audio record, or video should not include any reference to the history of the Indiana Medical History Museum unless the executive director has given written permission. Still photographs may be taken if the photographer follows the restrictions listed above in **Personal Photography During Tours**.

### **Commercial Photo Shoots**

Requests for photo sessions will be treated as a facility rental event, and all rental provisions and stipulations will apply to the photo session. This includes wedding, prom, graduation, group, and organization photos. As with any rental, the use must be at a time that will not conflict with public visitation. The renter must obtain applicable liability insurance. The proposed rental must describe what still pictures or audio or video recordings will be made, any special needs requiring staff assistance, and the ultimate use of the images. The proposal must include any request to move furniture. Since the Museum is merely providing a backdrop for photography, the still photographs or audio and video recordings should not include any reference to the history of the Indiana Medical History Museum and its connection to Central State Hospital unless the executive director has given written permission.

Commercial Photo Shoots are subject to the following limitations:

- The photo shoot must meet all rules and requirements of the Museum's facility rental policy.
- Museum staff must be present throughout the shoot.
- Any additional lighting and reflectors must be approved by the executive director.
- Any other equipment must be approved by the executive director.
- No artifacts, objects, furniture, signage, or displays may be moved unless approved and moved by Museum staff.
- Images of the hemi-heads in the Anatomical Museum, original autopsy records, or items designated by staff are not allowed.
- Selfie sticks are not allowed.
- Tripods must be approved by the executive director.
- The photographer and other members of the group must remain in areas designated for visitors.
- The total number of people must be approved by the executive director.
- Costume/wardrobe changes are not allowed unless approved in advance by the executive director.

### **News or Other Media Photography**

The executive director will work with media representatives to determine what images and filming may be allowed to support their stories and reports. The executive director has the authority to deny access for any request that is not compatible with the Museum's mission and values. The following limitations apply:

- The Executive Director must approve all media interviews and recordings of any Museum staff or volunteers
- Museum staff must accompany media representatives throughout their visit.
- Any additional lighting and reflectors must be approved by the executive director.
- Tripods and any other equipment must be approved by the executive director.
- No artifacts, objects, furniture, signage, or displays may be moved unless approved and moved by Museum staff.
- Images of the hemi-heads in the Anatomical Museum, original autopsy records, or items designated by the executive director are not allowed.
- Media crews are not allowed to enter non-public areas unless allowed by the executive director.

## **Museum Photography of Visitors**

The Indiana Medical History Museum will respect the privacy of visitors by securing permission to photograph visitors or individuals attending programs in person. Information in electronic and paper notices will indicate if the Museum plans to capture and use visitors' images. Visitor permission will be secured in one of two ways. An individual may be asked to sign an agreement that his/her image may be used by the Museum for documentation, marketing, and publicity purposes. Alternatively, both electronic and paper tickets for programs may contain a statement that attendees understand that the Museum may capture their images for documentation, marketing, and publicity purposes. Tour information posted on the Museum's web site will indicate that visitors' images may be captured and used. Visitors should notify staff, volunteers, or docents if they do not want the Museum to take their picture.

Parents or guardians must sign a waiver to grant permission to photograph minor children. Unless the Museum has secured waivers before a school visit, the Museum will not take any photographs that could lead to individual identification of minor children.

## **Rental of the Museum for Professional Films**

The executive director may entertain a proposal to use some or all of the Museum's facilities for a professional film. Such proposals will require individual scrutiny. If use is approved, a carefully drafted contract will be needed to ensure that no damage will occur to the Museum, its collections, or its mission or reputation during or after the filming.