

# Policy on Photography of Technical Systems

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Fermilab Governance Management System Policy #2

## 1. Purpose

This policy addresses photography and videography of technical systems on-site at Fermilab. It incorporates considerations from site security, unclassified foreign visits and assignments, and export control.

## 2. Scope

The scope of the policy includes all planned and unplanned permanent visual recordings (i.e., photography and videography) of technical systems at Fermilab.

- Many Fermilab site areas are open to the public for tours and educational purposes.
- Laboratory divisions or departments and their employees may have needs and uses for photography and video for their work and in their work areas.
- Collaborations may have needs or uses for photography and videos.
- Photography and video of a technical nature may be export controlled.
- Photography and video may infringe the property rights of third parties.
- Photography and video may pose an issue regarding industrial espionage.
- Setting up photography and video shoots may pose a safety concern in certain Laboratory sites.
- The identity of the photographer and/or the intended destination of the photograph(s) can influence what considerations apply (site security, export control, intellectual-property rights, and so on).
- The Laboratory documents its work using photography and videography for purposes of carrying out its mission, communication, education and historical record.
- As part of disseminating its work to the public, the Laboratory on a case-by-case basis approves the taking of photographs and videos on site by commercial entities and members of the media.

## 3. Applicability

This policy applies to all Fermilab users, guests, and visitors to the Fermilab site(s). It does not cover work overseen by the Creative Services group or the Office of Communication in support of Fermilab's mission.

#### **4. Effective date**

This policy goes into effect on December 1, 2016.

#### **5. Policy**

Personal photography and videography is allowed in all public areas and designated photo stops during tours of non-public areas. All other photography or videography must be pre-approved by the Photography Control Team.

Examples of pre-approvals include:

- Users who are part of a research collaboration must follow rules of the collaboration and are permitted to take photographs or videos of items within the scope of that collaboration.
- Partners who are included in an export-control license may photograph or take videos of items covered by the license.
- Entire work areas may be pre-approved for photography and videography at the request of a Division Head, following a walk down of the area by the pre-approval team.
- Upon request, photography and videography may be pre-approved in Property Protection Areas (defined in the Campus Site Security Plan Exhibit 4, Facility Layout) or other restricted areas, following a walk down of the area by the Photography Control Team.

Commercial/media photography and videography

The Office of Communication must approve, in advance, all photography and videography on the Laboratory site for commercial purposes or by members of the news media.

Photography and videography during emergency situations

Special restrictions apply to photography and videography captured during emergency situations anywhere on site, including in public areas. See the Laboratory's Policy on Communication for more information.

#### **6. Definitions**

Photography Control Team – Fermilab team includes participants from the offices of Export Control, Intellectual Property, General Counsel, and Communication, with input from technical representatives.

#### **7. Responsibilities**

Photography Control Team – Promptly review and approve/disapprove requests for

photography and/or videography of technical systems

Head, Office of Communication – Oversee the relevant work of Creative Services and the Office of Communication.

Fermilab Staff – Be familiar with approved photo spots and when escorting visitors, remind them to follow this policy; as needed, seek approval for specific photography/videography requests.

Public-tour Docents and Guides – Encourage photography and videography in public areas. Be familiar with designated photo spots in non-public areas and consider access to sensitive information before granting any additional, on-the-spot approvals for photography and videography.

## **8. Owner**

Responsibility for reviewing, updating and communicating changes to this policy rests with the Governance Management System Owner, presently the Chief Operating Officer.

## **9. Review cycle**

This policy is to be reviewed within the next six months for clarification and effectiveness.