

Policy and Protocol on Recording in the Library

Created: 3/29/24

Revised:

Last Reviewed:

Purpose

This policy and protocol will be used by the Powers Library to address non-employees photographing, recording and or broadcasting/streaming images on library property.

Policy

As a Public Library, the Powers Library is obligated to ensure information access, patron privacy, and library service.

To help the fulfill those obligations, it is the policy of the Powers Library to honor state and federal law and policy with respect to photographing, recording, broadcasting, and streaming images of the premises, patrons, and employees while on library property (for the sake of clarity, all such activity is referred to in this document as “Recording”).

NOTE: Per the Open Meetings Law, Recording is allowed at all meetings of the Library's Board of Trustees, except for executive sessions. Reasonable restrictions for safety and smooth operations apply.

Protocol

Whenever possible, individuals or media outlets who wish to engage in Recording should contact the Library Director to arrange, at least two business days in advance, how such Recording can be done without risking a breach of the library's ethics, its obligation to safeguard patron privacy, and to ensure a respectful environment for library employees. This may be done by calling the Library Director (315-497-1955) or emailing the Director (director @powerslibraryny.org). When contacting the library with this need, please be ready to discuss what content is needed, and how to adapt that need to the library's ethical and operational priorities, if necessary.

Powers Library – Moravia, NY

Individuals or media outlets who wish to engage in recording on a more immediate basis, please call or email the library director, or their designee as soon as possible. Those with urgent requests should be ready to discuss what type of access is being requested and be prepared to adapt your needs to the library's ethical and operational priorities, including not being able to grant a same day request.

For individuals or media outlets who wish to engage in recording without notifying the library in advance, please know that any recording activity that risks negatively impacting safety, patron privacy, employee work conditions, and slash or routine library operations, or a violation of our patron code of conduct and or visitor policy, will result in a requirement to cease recording or to adjust where slash how recording is conducted.

As with any other ongoing potential violation of library policy, any individual or media outlet who, after being asked to stop engaging and recording, does not cease recording, will be instructed to leave library property, pending further action.

Recording with Permission in the Library (Non-Commercial)

Requests to record in the library for non-commercial purposes, including but not limited to journalism from credited journalists, will be confirmed with this written permission whenever time allows:

Thank you for working with the library to explore recording/streaming/broadcasting in our space (Recording). As you know, any recording in the library must be conducted safely, without risking a breach of the library's ethics, with attention to its obligation to safeguard patron privacy, and in a way that respects our employees and doesn't disrupt routine operations. To ensure these safeguards, we met on [DATE], and agreed that you could record in [AREA] during the hours of [TIMESPAN]. You confirmed that the end project will be a non-commercial recording (commercial recordings are subject to additional requirements, including insurance). Thank you so much for your cooperation.

Powers Library – Moravia, NY

Recording with Permission in the Library (Commercial)

Requests to record in the library for commercial purposes (movies, advertisements, documentaries, modeling sessions, etc.), especially if a film crew and/or multiple people will be present, will be confirmed by a contract, based on the project, and may include insurance requirements and indemnification.

Harassing Behavior

The library recognizes and honors that as a public entity, the public has a right to access information about the library. To that end, the library's policies and board materials are on our website, and the public may attend our meetings as required by law.

Further, the library recognizes and honors that not all journalists are credentialed by formal media outlets, and the public has a right to know about the operations of the library.

However, as a private, non-governmental association library, the library's Board of Trustees has the right to set the hours and conditions needed to operate the library, and this includes barring any activity that would impact safety, patron privacy, employee work conditions, and/or routine library operations, or a violation of library policy.