

<b>Policy and Protocol on Recording in the Library</b>	<b>Related policies:</b> Rules of Conduct Policy, Visitor Behavior Policy, Children in the Library Policy.
<b>Adopted by: Wead Library</b>	<b>Adopted on:</b> May 16, 2022

### **Purpose**

This "Policy & Protocol" will be used by the Wead Library to address non-employees photographing, recording and/or broadcasting/streaming images on library property.

### **Policy**

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

To help fulfill those obligations, it is the policy of the Wead 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").

The Library will allow all Recording consistent with its mission statement. The Library reserves the right at all times to refuse any Recording that will negatively impact safety, patron privacy, employee work conditions, and/or routine library operations.

Casual amateur photography, filming, or recording is permitted in Library facilities for patrons and visitors wanting a remembrance of their visit, provided that other library users are not captured in any such photographs, films, or recordings without their express permission.

*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 Director or designee 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 (518) 483-5251 or emailing [requests@weadlibrary.com](mailto:requests@weadlibrary.com). 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.

For individuals or media outlets who wish to engage in Recording on a more immediate basis, please contact the Director, or their designee working at the time, **as soon as possible**. This may be done by calling (518) 483-5251 or emailing [requests@weadlibrary.com](mailto:requests@weadlibrary.com). Just like recording with more notice, those with urgent requests should be ready to discuss what access will meet your needs, and 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/or routine library operations, or a violation of our Wead Library Rules of Conduct Policy, will result in a requirement to cease Recording or to adjust where/how Recording is conducted.

As with any other ongoing potential violation of Library policy, any individual or media outlet that, after being asked to stop engaging in Recording, does not cease recording, will be instructed to leave Library property, pending further action under any applicable policy.

### **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 credentialed journalists will be confirmed with this 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.*

### **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 the right to know about the operations of the Library.

However, as it is a limited public forum whose primary purpose is library service, the Library's board of trustees also 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 a library policy.

### **Policy Summary**

When taking pictures, recording, filming, or streaming from our small library, please take care to not feature other library users, who are entitled to privacy when they use the library. Patrons wanting to capture memories of their visit are free to take recordings as long as other patron's right to privacy is not impacted. We ask that visitors wishing to record be mindful that Library staff members deserve a safe and stable work environment.