



Photography & Recording Policy

Purpose

This policy will be used by the Lee-Whedon Memorial Library to address concerns related to non-employees photographing, recording and/or broadcasting/streaming images while on library property.

Policy

As a public library, the Lee-Whedon Memorial Library is obligated to ensure information access, patron privacy, and library service.

To help fulfill those obligations, it is the policy of the Lee-Whedon Memorial 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 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.

The Recording of minors is strictly prohibited without the express written permission of their parent/guardian.

Library Event Protocol

Recording activity that risks negatively impacting safety, patron privacy, employee work conditions, and/or routine library operations, or is a violation of our Patron Code of Conduct, will result in a requirement to cease Recording.

Non-Library Events Protocol

Whenever possible, individuals or media outlets who wish to engage in Recording should contact the Director to arrange, at least five business days in advance, how such Recording can be done without risking a breach of the library's ethics policy, its obligation to safeguard patron privacy, and its respect for library employees. This may be done by calling the Library Director or emailing info@medinalibrary.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.

Individuals or media outlets who wish to engage in Recording on a more immediate basis, please contact the Director, or the designee working at the time, as soon as possible. This may be done by calling the Library Director or emailing info@medinalibrary.org. Just like recording with 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.

For individuals or media outlets who attempt to Record 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 is a violation of our Patron Code of Conduct, will result in a requirement to cease Recording.

As with any other ongoing potential violation of Library policy, any individuals or media outlets who, after being asked to stop engaging in Recording, do not cease Recording, will be told 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 at a time other than a library event, including journalism from credentialed journalists, will be confirmed with the completion of the Photography and/or Recording Form.

Recording with Permission in the Library (Commercial)

Requests to Record in the Library for commercial purposes (movies, advertisements, documentaries) will be confirmed by a contract, based on the project, and may include insurance requirements and indemnification.

Unannounced Recording

The Library recognizes and honors that as a public entity, the public has a right to access information about the Library. This includes being subject to the Freedom of Information Law ("FOIL") and the Open Meetings Law ("OML"). 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, 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 is a violation of library policy. To that end, this policy, protocol, permission language, response script, and posted notice will be used to promote requests for access to Record on the premises, and to address any unauthorized Recording on the premises that risks mission and obligations.