

Plainedge Library Policy and Protocol on Recording and Photographing in the Library
Related Policies: Charter, Bylaws, Code of Ethics, Patron Code of Conduct
Adopted by the Board of Trustees on July 6, 2022

Purpose

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

Policy

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

To help fulfill those obligations, it is the policy of the Plainedge Public Library to honor state and federal law and policy with respect to photographing, recording audio and/or video, 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 Plan of Service, ethics, orderly operations, and mission. 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.

Recording may have an impact on the library user's privacy rights. The library will regulate Recording in a manner that preserves the individual patron's right to receive information free from harassment, intimidation or threats, and with due regard to the patron's privacy rights.

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

Recording will not be permitted in the non-public spaces in the library where users have a reasonable expectation of privacy (i.e., restrooms, staff offices, break rooms, and staff work areas and any other areas that make it possible to view a patron's computer screen.

Whenever possible, individuals or media outlets who wish to engage in Recording should contact the 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 Director at 516-735-4210 or emailing mlipson@plainedgelibrary.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.

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 Michael Dietz or Diana Weir at 516-735-4133 or emailing it@plainedgelibrary.org or dweir@plainedgelibrary.org. 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 Patron Code 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 who, 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 permitted **whenever time allows, and the Recording** will not negatively impact safety, patron privacy, employee work conditions, and/or routine library operations.

Recording with Permission in the Library (Commercial)

Requests to Record in the Library for commercial purposes (movies, advertisements, documentaries, modelling 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

Harassment of Library patrons and staff through the use of recording devices will not be tolerated and individuals engaging in harassment will be asked to leave the Library immediately.

LIBRARY'S RIGHT TO SET POLICY AND CONDITIONS FOR USE

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

“We love to talk about our library! If you want to record information about the library and its services, kindly alert the staff, so we can provide information without disrupting normal operations. Patron privacy is very important to us. Please take care not to feature other library users while you’re taking pictures, recording, filming or streaming, as our patrons are entitled to privacy when they use the Library.

Plainedge Library’s Right to Photograph

The Plainedge Public Library often takes photos and video in and around the building, and of programs, activities and their participants. Please be aware that these photos may be used in future brochures, flyers, web pages, news releases, Facebook, Instagram, or other promotional materials. Those wishing not to be photographed or recorded should inform the photographer and/or a librarian.