

Policy and Protocol on Recording in the Library

(Draft – revision- 12/22)

Seaford Public Library

Purpose

This “Policy and Protocol” will be used by the Seaford Public Library to address non-employees photographing, recording and/or broadcasting/streaming images on Library property.

Policy

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

To help fulfill those obligations, it is the policy of the Seaford Public 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”).

Recording on the Library premises will only be permitted when it is consistent with the orderly operation of the Library, Library policies related to patron/visitor’s conduct, and the rights and privileges of Library employees and patrons.

Recording is never allowed in staff offices and lounge/kitchen, public restrooms, maintenance area & equipment rooms or the Children’s Area. Individuals are not permitted to record children (individuals under the age of eighteen) without the express permission of a parent/guardian. Consent to record and/or utilize recordings of any individual is the obligation of person engaged in the recording or use thereof. The Library assumes no responsibility for such consent.

NOTE: Per the Open Meetings Law, Recording is allowed at all meetings of the Library’s Board of Trustees, except for executive sessions, provided the Recording does not interfere with the orderly operation of the meeting.

Protocol

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’s office at (516) 221-1334 ext. 3207 or emailing seforddirector@nassaulibrary.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 (516) 221-1334 ext. 3207 or emailing seforddirector@nassaulibrary.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 "Maintenance of Public Order 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 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 these 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, 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. This needs to be done by calling the Director's office at (516) 221-1334 ext. 3207 or emailing seaforddirector@nassaulibrary.org.

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.

Adopted by the Seaford Library Board of Trustees on March 20th, 2023