

FILMING AND PHOTOGRAPHY POLICY

Part A

Purpose:

This part of the Policy will be used to address photographing, recording and/or broadcasting/streaming images by Library staff on Library property.

Policy: In order to fulfill grant requirements or to publicize services of the Library, staff members or their designees may photograph or film Library activities. The images will not be published unless the patron (or parent/legal guardian, if the patron is a minor), gives the Library written consent. Patrons may choose to provide or withhold consent, and their choice will have no bearing on receiving services from the Library.

Part B

Purpose

This part of Part B of this Policy will be used by the Babylon Public Library to address non-employees photographing, recording and/or broadcasting/streaming images on library property.

Policy

As a Public Library, the Babylon Public Library is obligated to ensure information access, patron privacy, and library service. To help fulfill those obligations, it is the Policy of the Babylon 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").

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.

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 631-669-1624. 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. 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 Behavior Policy and/or 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 whenever time allows. 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.

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.

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 Board meetings as required by law. However, as it is a limited public forum whose primary purpose is library service, the 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.

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Adopted 2/11

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