

# **GREENWOOD LAKE PUBLIC LIBRARY POLICIES MANUAL**

## **SECTION X**

### **Photography and Recording Policy**

The Greenwood Lake Public Library is a limited public forum and strives to be an open and welcoming facility for all patrons and visitors. The free and open exchange of ideas is a crucial part of our mission, as well as the privacy and safety of all who use the Library or work here. With the advent of small, high quality cameras and phones, along with the rise in social media outlets, it is necessary to establish guidelines for photography, video and audio recording on Library premises.

To respect patron privacy, filming, recording, and streaming in our small library is not allowed except by pre-arrangement. This is to ensure only consenting library users are included in the recording, and routine operations are not disturbed.

Any willful breach of these policies is a violation of the Library's Code of Conduct and can result in removal of Library privileges and possible removal from the property.

#### **Commercial Photography/Recording**

Commercial photography or recording on Library premises is not permitted without express permission of the Director. This includes any photography, video or audio recording used to advertise goods or services unrelated to the Library for commercial sale or promotion.

#### **Media Photography/Recording**

The Library welcomes members of the media who are doing stories or projects that directly involve the Library or its programs. Members of the media who wish to conduct newsgathering in the Library (e.g. interview, photograph or record patrons or staff) are asked to make themselves known to the Director or the administrative supervisor. Advance notice is required and permission may be limited.

#### **Photography/Recording of Library Programs by Staff**

Library staff members, with prior approval of the Director, may photograph or record Library programs and those in attendance for the purpose of Library archives, publicity and publications, including our website. Images and recordings of individuals, other than those made for a current news story, require a photography/recording release form signed by any individual depicted or recorded, or by a parent or guardian if the person is a minor under age 18. Library staff will announce when programs are being photographed or recorded. Signed photo release forms will be kept on file as long as the Library deems necessary.

#### **Photography/Recording of Library Programs by Non-Staff**

The Library makes every effort to ensure that its programs are not disrupted in any way and that all presenters and attendees may enjoy programs in a calm, comfortable atmosphere without

interruption or disturbance. Therefore, Library patrons and visitors must receive permission from the Director or administrative supervisor in advance of an event in order to photograph or record any Library program. All persons attending the event must be told that they may be photographed or recorded and have the right to refuse their permission. The Library is not responsible for securing signed photography/recording release forms for images or recordings made by non-staff. The Library reserves the right to ask individuals not abiding by these rules to leave the premises.

### **Public Notice**

The following wording shall be posted in a conspicuously visible place on Library premises:  
*Photography, video recording or audio recording of members of the public, members of the Library staff on duty, and public programs is prohibited, unless advance permission has been secured. Thank you for your cooperation.*

### **Release Forms**

The Library uses the following two release forms: one for individuals and one for groups. This policy and the accompanying release forms shall be posted on the Library's website [www.gwllibrary.org](http://www.gwllibrary.org).

