

Coburn Free Library

Policy and Protocol on Recording in the Library

Adopted by: Coburn Free Library	Adopted on: 10/19/23
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Purpose

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

Policy

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

To help fulfill those obligations, it is the policy of the Coburn Free 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.

Recording is never allowed in the following areas: Circulation Desk

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:

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 (607) 687-3520 or emailing director@coburnfreelibrary.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 (607) 687-3520 or emailing director@coburnfreelibrary.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 Behavior 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

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 the hours of [TIMESPAN]. You confirmed that the end project will be 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.

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.

However, as a private, non-governmental association library, 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

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 is never allowed at the Circulation Desk. Permission for Recording in the library must be discussed with the director at least two business days in advance. Individuals or media outlets who wish to engage in Recording on a more immediate basis, please contact the Director as soon as possible. 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, will result in a requirement to cease Recording or to adjust where/how Recording is conducted.