

## 17. Recording By The Public In The Library

### Purpose

This *Recording By The Public In The Library* policy will be used by the Catskill Public Library and Palenville Branch Library Staff to address non-employees photographing, recording, and/or broadcasting/streaming images on library property. For clarity, all such activity is referred to in this document as "Recording."

### Policy

As public libraries, our Libraries are obligated to ensure information access, patron privacy, and library service.

As a limited public forum, our Libraries recognize our obligation consistent with the First Amendment to allow activities related to the Library's mission – reading, writing, and quiet contemplation. Conversely, other activities can be restricted if they interfere with library functions or operations, providing it is done reasonably and non-discriminatory, equally applicable to all, and administered equally to all.

***Library patrons should be able to use library services without a fear that their identity, location, or reading choices will be published.***

***To respect patron privacy, filming, recording, and streaming in our library is prohibited except by pre-arrangement. This ensures that only consenting library users are included in the recording and that routine operations are not disturbed.***

To help fulfill these obligations, it is the policy of the Catskill Public Library and Palenville Branch Library to honor state and federal law and policy concerning photographing, recording, broadcasting, and streaming images of the premises, patrons, and employees while on library property.

Recording in the library is allowed to the extent that it does not interfere with providing library services and is consistent with its mission statement and code of conduct. The Library reserves the right to refuse any Recording that will negatively impact safety, patron privacy, employee work conditions, and routine library operations.

NOTE: *Per the Open Meetings Law, Recording is allowed at all Library's Board of Trustees meetings, except for executive sessions. Reasonable restrictions for safety and smooth operations apply.*

## Protocol

In all instances, news media photographers or videographers are expected to display identification that indicates which news organization they are affiliated with.

Whenever possible, individuals or media outlets wishing to engage in Recording should contact the Library 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 Library Director at 518-943-4230 or emailing the Library Director at [director@catskillpubliclibrary.org](mailto:director@catskillpubliclibrary.org). When contacting the Library with this request, please be ready to discuss what content is needed and how to adapt the request to the library's ethical and operational priorities.

Individuals or media outlets who wish to engage in Recording more immediately, please contact the Director or their designee working **as soon as possible**. This may be done by calling 518-943-4230. Just like recording with more notice, those with urgent requests should be ready to discuss what access will meet your needs and adapt your needs to the library's ethical and operational priorities, including being unable 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.

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 the 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, modeling 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.

**Resolution: Adopted on May 18, 2022, by unanimous vote of the Board of Trustees of the Catskill Public Library.  
Resolution: Amended on August 16, 2023, by unanimous vote of the Board of Trustees of the Catskill Public Library.**