

## 17b Recording During Library Programs or Events\*

Catskill Public Library & Palenville Branch Library

### Purpose

The Catskill Public Library and Palenville Branch Library provide a myriad of educational, cultural, and civic programming to the community, as described in the library's mission statement. This policy addresses library staff photographing, recording, and/or broadcasting/streaming images during library programming or events. For clarity, all such activity is referred to in this document as "Recording."

***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.***

\* For additional information, refer to the "Recording By The Public In The Library" policy.

### Policy

During the course of business, Library Staff may take photographs or videos that can include images of attendees or patrons of the library. Consistent with the library's mission, these images may be used to promote the library in publications, social media, news releases, web content, and other communications.

- For smaller events or programs (less than ten (10) attendees), written or digital permission will be obtained.
- For larger events (ten (10) or more attendees), before the program or event starts, Library Staff will announce that photography and/or videography will be taken and request that any visitor wishing to "Opt-Out" should inform the Staff before the program begins.
- For programming that requires registration and extends beyond a single date (such as "Summer Reading"), a Photo Release Form will be obtained at registration.
- Staffers taking photos or videos will be identifiable as library employees by a visible nametag or Library branded clothing.

No names will be used with photos without express written consent.

Patrons or visitors wishing to "Opt-Out" should inform Library Staff at the beginning of any program or event.

Written or digital photo releases shall remain in effect unless revoked in writing by the signatory. Written or digital photo releases for minor children shall remain in effect unless revoked in writing by the signatory or until the minor child becomes of age.

**Resolution: Adopted on August 16, 2023, by unanimous vote of the Board of Trustees of the Catskill Public Library**