Massena Public Library

Recording in the Library Policy

Purpose

The purpose of the Recording in the Library Policy is to address non-staff photographing, recording and/or broadcasting/streaming images on Massena Public Library property.

Policy

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

To help fulfill those obligations, it is the policy of the Massena Public Library to honor state and federal law and policy with respect to photographing, recording, broadcasting, and streaming images of the premises, patrons, and staff while on Library property (hereinafter referred to as Recording).

The Library will allow all Recording consistent with its mission statement, long-range plan of service, ethics and orderly library operations. The Library always reserves the right to refuse any Recording that will negatively impact safety, patron privacy, staff work conditions, and/or routine library operations. Library patrons should be able to use library services without fear that their identity, location, or choice of reading material or other library services will be published or made publicly known.

Recording of, or in, the Library restrooms, computer room, utility rooms, staff office spaces and staff breakroom is never allowed.

Per New York State Public Officers Law §103 (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 staff This may be done by calling or emailing the Director as indicated on the Library website. When contacting the Library with this need, the individual or media outlet should 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, should contact the Director, or their designee working at the time, as soon as possible. Similarly to Recording with more notice, those with urgent requests should be ready to discuss what access will meet their needs, and to adapt their needs to the library's ethical and

operational priorities, including not being able to be granted a same-day request.

For individuals or media outlets who wish to engage in Recording without notifying the library in advance, any Recording activity that risks negatively impacting safety, patron privacy, staff work conditions, and/or routine library operations, or that is a violation of the Library's Patron Conduct Policy, will result in a requirement to cease Recording or to adjust where or 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 with this permission whenever time allows:

Thank you for working with the Massena Public 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 staff and doesn't disrupt routine operations. To ensure these safeguards, we met on [date] and agreed that you could record in [areas of the Library] during the hours of [date and 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, 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 of Trustees' materials are on the Library website, and the public may attend Board of Trustees' 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 it is a limited public forum whose primary purpose is library service, 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, staff work conditions, and/or routine library operations, or involves a violation of Library policy. The Library reserves the right to ask any individual or group violating this Recording in the Library Policy to cease Recording.

Any Recording that involves activity or equipment which prevents patron from accessing Library materials and services, impedes the mobility of patrons and staff in, out or around the Library or prevents staff from performing their duties, is prohibited.

Recording of the Library's publicly available collections is permitted. However, the individual or media outlet is solely responsible for obtaining consent or other permission when Recording copyrighted materials.

Recording a speaker, author or other performer is subject to the wishes of the performer. Any individual wishing to Record a performance is responsible for obtaining permission from the performer.

Individuals Recording are solely liable for any injuries to persons or property that result from their Recording on Library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in the Recording. The Library assumes no responsibility for obtaining these releases or permissions or the incidental Recording of Library patrons or visitors. Individuals Recording in the Library must honor requests from patrons, visitors and staff who do not want to be included in the Recordings.

This policy was adopted by the Massena Public Library Board of Trustees on August 12, 2025.