Massena Public Library

Staff Recording in the Library Policy

Purpose

The Staff Recording in the Library Policy will be used by the Massena Public Library to address staff photographing, recording, broadcasting and streaming images of the premises, patrons and staff while on Library property and at public events in the community, hereinafter referred to as "Recording".

Policy

As a public library, the Massena Public Library is obligated to ensure that patrons may freely access information, library services and maintain 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 Recording.

Library staff may perform Recording consistent with the Library's mission statement, long-range plan of service, ethics and orderly operations to promote and publicize Library events, activities, and services, and to provide a historical record of the Library. Recording may be used in print publicity materials, on the Library website, social media sites, or other outlets, including submission to the media.

The Staff Recording in the Library Policy provides guidelines for Library staff to Record while ensuring patron privacy and confidentiality of Library use and records. 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, and staff breakroom is never allowed.

As per the current (effective January 1, 2022 through December 31st, 2025) Articles of Agreement with Teamsters Local 687, Article 25 states "Cameras cannot be used for disciplinary purposes. Cameras may be used for disciplinary purposes with regards to criminal acts, sexual harassment, or violence in the workplace."

Recording carried out by staff using security cameras is addressed in the Security Cameras and Recordings Policy, and Recording performed by non-staff is addressed in the Recording in the Library Policy.

Protocol

Recording will be carried out by staff authorized by the Director who have been educated and trained on the Staff Recording in the Library Policy.

Recording shall be done without risking a breach of the library's ethics, safety, its obligation to safeguard patron privacy and routine library operations, and to ensure a respectful environment for library staff.

The Library reserves the right to document its services and the public's use of the Library. Official representatives of the Library may Record within the Library and at Library related events, programs and activities for Library purposes. When staff Recording will take place, staff will either announce a warning about the Recording, post a sign about the Recording, or both. Announcements will be
"Recordings taken by Library staff may be used for promotional purposes. Your attendance at Library events may be Recorded through still photographs or video recordings. These images or videos may be posted on the Library website, on social media outlets, or local publications. Attending an event of the Massena Public Library constitutes your consent to be Recorded and to the release, publication, exhibition, or reproduction of all recorded media of your person for advertising and marketing purposes of the Library in perpetuity. No individual identification will be used. If you do not wish your image to be published, please notify staff before or immediately after the program."

Any individual that does not wish the Library to Record them or their child should inform a Library staff member prior such Recording. To ensure the privacy of all patrons, images from Library Recording will not identify last names or other personal information of individuals Recorded, without the consent of the Recorded person or their parent/guardian, if a minor.

For ongoing children's programming like weekly story times, a parent or legal guardian is required to complete a Photo and Video Release Form annually. Children at such Library programs may not be Recorded unless authorization is obtained from a parent or legal guardian.

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

Massena Public Library

Photo and Video Release Form

I hereby grant permission to the Massena Public Library to use photos/recordings of my minor child(ren) in Library publications, including but not limited to, print publicity materials, the Library website, social media sites, or other outlets, including submission to the media.

I waive any right to inspect or approve any use of the photographs or recordings. On behalf of myself and all other persons and entities, I release and forever discharge the Massena Public Library and its Board of Trustees, staff, volunteers, officials and agents, from any and all claims, demands, or causes of action of any kind or nature arising from the use of the photographs or recordings under this permission form. I understand that once an image is posted online or in the media, it can be downloaded or otherwise modified or used by any person. I have read this form and understand its contents.

Name of Parent/Guardian _____

Signature _____

Address _____

Name(s) of Child(ren) _____

Program(s) Child(ren) Participate In _____

Permission to Use Full Name(s) of Child(ren) _____

Date _____

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