

## HENDRICK HUDSON FREE LIBRARY RECORDING IN THE LIBRARY

### PURPOSE

The Board of Trustees of the Hendrick Hudson Free Library (“Library”) respects the privacy of the public and its employees while in the library. This policy addresses non-employees photographing, recording and/or broadcasting/streaming images on library property.

As an association library, the Hendrick Hudson Free Library is obligated to ensure information access, patron privacy and library service. The Library recognizes that the public has a right to access information about the Library. To that end, the Library’s policies and board materials are available on our website, and the public may attend our meetings as required by law.

To help fulfill those obligations, it is the policy of the 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, collectively known in this policy as “Recording.”

The Library will allow all Recording consistent with its Strategic Plan of Service, 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.

### PROTOCOL

Whenever possible, individuals or media outlets who wish to engage in Recording should contact the Director or the Director’s designee, to arrange, at least two business days in advance, how such Recordings 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 contacting the Director. When contacting the Library with this need, please be ready to discuss what type of physical access is needed, what content is needed, why it is needed at the Library and how to adapt that need to the Library’s ethical and operational priorities, if necessary.

Individuals or media outlets who seek to engage in Recording on a more immediate basis, please contact the Director, or the Director’s designee as soon as possible. Those with urgent requests should be ready to discuss what type of physical access is needed, what content is needed, why it is needed at the Library and how to adapt that need to the Library’s ethical and operational priorities, if necessary. Further, those with urgent requests should be ready to discuss why they view their request as urgent.

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 Library Code of Conduct will result in a requirement to cease Recording or to adjust where/how Recording is conducted.

As with any 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, in addition to be subject to any further action under any applicable policies or law.

#### 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 patrons and does not 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). Further, you confirmed that the Library is not responsible for, nor will it indemnify you, in connection with any action taken against you arising out of or relating to your Recording. Thank you for your cooperation.*

#### RECORDING WITH PERMISSION IN THE LIBRARY (COMMERCIAL)

Requests to Record in the Library for commercial purposes (movies, advertisements, documentaries, etc.), especially if a film crew and/or multiple people will be present, will be considered by the Board upon a written request, and if approved, confirmed by a written agreement based on the project, and may require appropriate insurance and indemnification provisions.

#### IMPROPER BEHAVIOR

As a private, non-governmental association library, the Library's Board of Trustees 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 which would involve a violation of Library policy. In the event any use of the Library for Recording becomes unacceptable or harassing in the view of the Library Director, the Director's designee, or the Board, the permission to use the Library facilities for Recording may be revoked.