



## **Video Recording Policy**

The purpose of the George F. Johnson Memorial Library video recording policy is to ensure the safety and security of all library patrons and staff while on the library's premises. The Library will allow recording consistent with its obligations and mission. The Library reserves the right at all times to refuse any recording that will negatively impact safety, staff and patron privacy, employee work conditions, and/or routine Library operations. To protect staff and patron privacy, employee work conditions and /or routine Library Operations, the Library has designated sensitive areas of the library in which filming is allowed only with the prior written consent of the Library Director. The designated areas are the Children's room, the Circulation Desk and the Staff area.

If, in the Library Director's discretion, a patron is video recording in a manner that the Library Director deems is negatively impacting safety, staff and patron privacy, employee work conditions, and/or routine Library operations, he or she may direct the patron to stop video recording.

If a patron is directed to stop video recording by the Library Director, the patron may appeal the decision by writing to the library board. The staff member who denied the request will provide the patron with the library board president's email address. The patron's appeal request will be considered and voted upon by the Library Board of Trustees at the next scheduled board meeting. The Library Board of Trustees' decision on appeal shall be based on a determination whether the recording negatively impacts safety, staff and patron privacy, employee work conditions, and/or routine Library operations. The Board president will notify the patron in writing of the Board's decision within ten days.

All members of the public are allowed to tape or video record public meetings. The recording must be done in a manner which does not interfere with the meeting. The Board President may make the determination that the recording is being done in an intrusive manner, taking into consideration, but not limited to the brightness of the lights, distance from the Board, size of the equipment, the amount of noise generated by the activity, and the ability of the public to observe the meeting. If the Board President determines that the recording is interfering with the meeting, the Board President may request the individual alter their behavior to eliminate the interference. If the request is not complied with, the Board President may have the individual removed from the meeting room.



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. Any person failing to comply with the library's code or policies, is subject to arrest for trespass (New York State Penal Law, Section 140.05).