

CROTON FREE LIBRARY
RECORDING IN THE LIBRARY POLICY
Approved: June 17, 2024

Croton Free Library (the “Library”) is an association library, a private not-for-profit educational corporation established by the members of the association and chartered by the New York State Board of Regents. It is free and open to the public and is obligated to ensure information access, patron privacy, and library service. The Library is governed by a Board of Trustees who work to ensure that these obligations and the Library’s mission are met. Part of that work is creating policies and procedures that ensure the smooth and proper functioning of the library.

Croton Free Library (the “Library”) and the Board of Trustees affirm that all people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Additionally, the Board of Trustees affirm the right of the Library’s employees to privacy and the enjoyment of a safe workplace.

To ensure that all patrons and staff of the Library are able to enjoy the Library facilities to the fullest extent and in support of the Library’s mission statement, with these rights to privacy and confidentiality, Library patrons must adhere to the following rules concerning recording in the Library building, grounds and/or parking area. The Library has the right to amend this Recording in the Library Policy at any time.

Purpose

The purpose of this policy is to set guidelines that balance the privacy rights of Library staff and patrons with the reasonable use of cameras for photography and recording on Library property. For the purposes of this policy, “Recording” includes photography, video and audio recordings, broadcasting and live streaming images or sounds of the premises, patrons, and employees while on Library property. For the sake of clarity, all such activity is referred to in this document as “Recording.”

Recordings by Library Patrons, the Public, Program Partners, or the Media

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 materials are on our website, and the public may attend and record meetings of the Board of Trustees as per New York State Open Meetings Law.

While the Library is a public place, it is considered a “limited public forum” under federal law. Public libraries may reasonably restrict the exercise of free speech rights in their buildings, particularly when the conduct would disrupt or interfere with other visitors or staff or be inconsistent with the Library’s mission. The Library and the Board of Trustees affirm that all people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Additionally, the Board of Trustees affirm the right of the Library’s employees to privacy and the enjoyment of a safe workplace.

Subject to the preceding paragraphs, permission is required to make a Recording in the public areas of the Library for personal, non-commercial or commercial use. Written requests for all recording must be made to and approved by the Library Director at least 24 hours in advance of commencement of Recording. Timing and conditions of Recordings shall be as deemed reasonable by Library staff.

Recording is not allowed in non-public areas (e.g., restrooms and staff-only areas). Explicit permission to photograph or record any person under 18 years of age must be obtained from a parent or guardian on behalf of said minor child.

Library staff reserves the right to stop anyone from Recording if it compromises a patron or staff member's right to privacy, results in disruption of normal library operation, is deemed to be harassing, intimidating, or threatening toward a patron or staff member, or if the activity blocks walkways or doors.

Recording by Library Staff

The Library and its contracted performers sometimes record programs and events for publicity and promotional purposes. Library staff and/or contracted performers will make every effort to notify members of the public when filming is taking place. A Library staff member and/or contracted performers should be notified if a patron does not want to be recorded. The Library and/or contracted performers will not publish photos of minors without the explicit permission of their parent or guardian.

Liability and Enforcement

Members of the public who make a Recording on library property are solely liable for any injuries to persons or property that result from their activities on library property. They are responsible for obtaining necessary releases and permissions required by law and obtaining consent or other permission when recording copyrighted material. Library staff reserves the right to ask any individual or group who violates this policy to cease recording on library property. Failure to comply with this request or behaving in a manner prohibited by the Patron Code of Conduct will result in being instructed to leave library property. Staff may contact local law enforcement for assistance.