



**Wood Library Association
134 N Main St
Canandaigua, NY 14424**

PHOTOGRAPHY AND VIDEOGRAPHY POLICY

ADOPTED by Wood Library Board of Trustees 01/24/2022; AMENDED 09/26/2022

Purpose

This "Policy & Protocol" will be used by Wood Library to address concerns related to non-employees photographing, recording and/or broadcasting/streaming images on Library property.

Policy

As an association library, Wood Library is obligated to ensure information access, patron privacy, and library service.

For the sake of this policy, "Recording" includes photographing, recording, broadcasting, and streaming images. The Library will allow Recording of the premises, patrons, and employees while on Library property consistent with its obligations and mission ONLY when such Recording is done in accordance with this policy. 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 Executive Director, at least two business days in advance, to arrange such Recording and discuss how it 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 calling or emailing the Executive Director. When contacting the Library with this need, please 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 Executive Director, or their designee, **as soon as possible**. Just like 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 grant a same-day request. The urgency of the request may also be discussed at this time.

Recording of meetings of the Board of Trustees of the Library will generally be permitted during any public session of that body.

Recording not pre-approved by the Executive Director will not be permitted. As with any other violation of Library policy, including the Patron Code of Conduct, any individual or media outlet who, after being asked to stop engaging in Recording, does not cease Recording, will be told 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 journalism from credentialed journalists, will be arranged through the Executive Director.

Recording with Permission in the Library (Commercial)

Requests to Record in the Library for commercial purposes (movies, advertisements, documentaries) will be confirmed by a contract, based on the project, and may include insurance requirements and indemnification.
