

# RECORDING POLICY

**Introduction:** Patterson Library, as a public institution, upholds the principles outlined in the First Amendment of the Constitution, as well as relevant federal and state laws. The Library is committed to maintaining a balance between the protection of free speech and the safeguarding of the rights and privacy of its users. To that end, the Library operates as a "limited public forum" where expressive activities, including recording, are permitted within reasonable boundaries. This policy outlines the guidelines and restrictions governing the recording of audio and visual materials on Library premises.

## Guidelines for photography, videography, and other recordings:

**User and Library Records Privacy:** The Library acknowledges the importance of safeguarding user privacy and confidentiality, as outlined in the NYLA and ALA Code of Ethics, as well as New York State Education Law § 4509. Therefore, recording must not infringe upon the privacy and confidentiality of Library users, including the content they access or the resources they consult.

**Stable Work Environment for Employees:** Recording activities should not disrupt the Library's daily operations, causing discomfort or interference for Library staff. Employees should be able to perform their duties in a stable and undisturbed work environment.

**Security:** Patterson Library must maintain a secure environment for all patrons. Unauthorized recording activities that compromise the safety and security of the Library are prohibited.

**No Disruption to Patrons:** Library patrons have the right to utilize Library resources and services without undue disruption. Recording activities should not hinder the use of the Library by others.

**Recording Restrictions:** To address the operational concerns mentioned above, the Library imposes the following restrictions on recording activities:

- **User Privacy:** Recording of individuals using Library services, including personal information, browsing history, and resource usage, is strictly prohibited. This extends to any other personally identifiable information.
- **Employee Privacy:** Recording of Library staff without their explicit consent or in restricted staff areas is not allowed.
- **Security:** Recording of security infrastructure, personnel, or activities, including emergency exits, alarm systems, or surveillance equipment, is prohibited.
- **Disruption to Patrons:** Any recording that disrupts the peaceful use of the Library by others, including excessive noise or harassment, is not permitted.

**Recording Minors:** Recording minors (individuals under the age of 18) within the Library premises requires the permission of their guardian or legal parent. The Library recognizes the

importance of protecting the privacy and safety of minors and will not permit their recording without proper consent.

**Copyright and Fair Use:** Library users are reminded to adhere to Patterson Library's "Copyright Policy". The Library complies with federal copyright law (Title 17, U.S. Code), and users are encouraged to respect the rights of copyright owners when recording any copyrighted materials. Audio and video recording of musical performances is prohibited.

**Violations:** Patterson Library is committed to resolving issues related to non-violent recording violations without calling law enforcement. Library staff are encouraged to address these violations through alternatives such as issuing warnings, providing information on library policies, and employing mediation. Violations may result in suspension of Library privileges per the "Patron Code of Conduct" and/or legal action.

**Policy Review and Updates:** This recording policy will be reviewed periodically to ensure its effectiveness and compliance with relevant laws. Amendments may be made as needed to better serve the Library's users and uphold their rights.

**Conclusion:** Patterson Library is dedicated to providing an inclusive, welcoming, and secure environment for all Library users while respecting the principles of the First Amendment and the concept of a limited public forum. This Recording Policy outlines the guidelines and restrictions to balance these objectives effectively.