Bellmore Memorial Library
Recording in the Library Policy

The Bellmore Memorial Library has a significant interest in maintaining an environment that allows free and safe access to library information and resources. This significant interest requires the Library to maintain policies that protect the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being. In order to provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior, the Library has adopted the following policy regarding the photographing, recording, broadcasting, and streaming images of the premises, patrons, and employees while on Library property (all such activity is referred to herein as "Recording").

I. Permissible Activities

Recording in public areas of the Library building or outside the Library building for personal, noncommercial use is permissible provided that other Library users are not captured in any such Recording without their permission. Any persons Recording on Library premises have the sole responsibility for gaining all necessary releases and permissions.

The Library permits the Recording of its publicly-available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

II. Activities Requiring Prior Approval

Recording of Library events and programs may only be conducted with the permission of the organization or individual holding the event and the Library. The use of additional equipment such as tripods, lights, or other specialized equipment may only be used on Library property with prior approval, the request for which shall be made at least 24 hours in advance.

Recording for commercial purposes (movies, advertisements, documentaries, modelling sessions, etc.) requires prior permission of the Library. Any such Recording will be confirmed by a contract, based on the project, and may include insurance requirements and indemnification.

III. Prohibited Activities

The Library is a limited public forum whose primary purpose is library service. As such, the Library has the right to set the conditions needed to operate the library, including barring any activity that would impact safety, patron privacy, employee work conditions, and/or routine library operations, or violate library policy. The following activities, among others, are prohibited on Library property both inside and outside of the Library building:

- Recording in, or of, areas of the Library where users have a reasonable expectation of privacy (i.e., restrooms, study rooms, staff offices, break rooms, staff use only areas, etc.).
- Harassing, intimidating, or threatening a patron or staff member.
- Blocking library aisles, walkways, stairwells, doors, exits, or any area of ingress or egress of patrons or staff.
- Compromising a patron or staff member’s right to privacy.
- Any other activity that negatively impacts the safety, patron privacy, employee work conditions, and/or routine library operations, or otherwise violates library policy.

IV. Library Photography, Videos, and Recording

The Library may take photos, videos, and audio recordings at the Library and during Library events to use in its publicity materials and on its website and social media sites. The Library reserves the right to document its services and the public’s use of the Library building and grounds. These photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any Library web site or social media site). Any individual that does not wish the Library to use a photograph or video of them or their child should inform a Library staff member prior to or while such photographs or videos are being taken.

V. Violations of the Policy

The Library reserves the right to ask any individual or group violating this policy to cease Recording. As with any other ongoing potential violation of Library policy, any individual who, after being asked to stop engaging in Recording, does not cease Recording, will be instructed to leave Library property, pending further action under any applicable Library policy.

Approved: July 19, 2022