



Palmyra Community Library

Photography and Recording Policy

Purpose

This policy governs photography, audio recording, and video recording on Library property, including all interior spaces and exterior areas under Library control. It applies to patrons, visitors, media outlets, and third parties. It also establishes the Library's opt-in consent process for using photographs or recordings of patrons in Library communications and promotional materials.

The Library values patron privacy as a core Library principle. Patron privacy is also a matter of law. New York Civil Rights Law § 50 prohibits the use of a person's name, portrait, or picture for advertising or trade purposes without written consent. New York CPLR § 4509 protects Library records, including any record that reveals a patron's use of Library services, as confidential. Both statutes apply when the Library photographs or records patrons and shares those images publicly.

This policy is designed to protect those rights, give patrons meaningful control over their own images, and provide Library staff with clear guidance for addressing recording by the public.

Definitions

"Recording" means any photograph, video, audio, livestream, or broadcast of the Library's premises, patrons, staff, or operations, regardless of the device used or the stated purpose.

"Library communications" means any content the Library publishes or shares publicly, including social media posts, newsletters, press releases, websites, grant applications, program announcements, and print materials.

"Minor" means a person under 18 years of age.

Recording by the Public

The Library is a public entity. Members of the public generally have the right to photograph or record areas of the Library that are open to the public, including the building exterior and common spaces. The Library honors this right.

The Library also has the authority under New York Education Law to set the hours and conditions necessary to operate the Library safely and effectively. The Library's Board of Trustees exercises that authority through this policy.

The Library prohibits recording that:

- Captures identifiable images of patrons in service areas, including the reference desk, circulation desk, children's areas, computer stations, or any area where a patron's use of Library services could be inferred from the image.
- Disrupts Library operations or patron access to services.
- Compromises the safety or privacy of staff, patrons, or minors.



Palmyra Community Library

Photography and Recording Policy

- Violates the Library's Code of Conduct Policy.

Anyone wishing to record in the Library for any purpose is encouraged to contact the Library Director at least two business days in advance. Contact the Library Director by calling 315-597-5276 or emailing palmyralibrarydirector@owwl.org. Advance notice allows the Library to work with the requester to identify how recording can occur without compromising patron privacy or Library operations.

For recording requests that arise without advance notice, the person must contact the Library Director or the staff member on duty as soon as possible before beginning to record.

Non-commercial recording, including credentialed journalism, may be permitted with the Library Director's approval. The Library confirms permission for non-commercial recording in writing before recording begins.

Commercial recording (including films, advertisements, and documentaries) requires a written agreement with the Library. That agreement may include insurance requirements and indemnification provisions, based on the nature of the project.

If a person begins recording without permission in a manner that risks patron privacy, safety, staff work conditions, or Library operations, staff will follow the appropriate response procedure.

Approved by the Palmyra Community Library Board of Trustee, dated 9/17/2026.



Palmyra Community Library

Photography and Recording Policy

Palmyra Community Library Photography and Recording Consent Form

This form provides the Library permission to post photos of you or your child in Library communications. Please read carefully before signing.

Part 1: Image and Likeness Consent

I give Palmyra Community Library permission to photograph or record me and to use my name, image, or likeness in Library communications. This includes social media, newsletters, the Library website, press releases, grant applications, and print materials.

I understand that this permission is voluntary. I may withdraw it at any time by contacting the Library Director in writing.

Part 2: Library Record Disclosure Consent

I understand that a photograph or recording that shows me at the Library, or that can be used to identify me as a Library patron, may be considered a confidential Library record under New York Law. Knowing this, I consent to the Library sharing my image in the communications described above, which may disclose that I use Library services.

I understand that my image may appear on the Library's social media, newsletters, printed program flyers, and reports.

Part 3: Minor Patron (complete this section if the patron is under 18)

I am the parent or legal guardian of the minor named below. I give consent on their behalf for all items in Parts 1 and 2 above.

Minor's Name

Minor's Date of Birth

Consent Signatures

Patron (or parent/guardian if patron is a minor):

Printed Name

Signature

Date

Library Staff Initials: _____

Date: _____