

Library Policy

Public Space Usage and Audio & Film Recording

The Corbit-Calloway Memorial Library is committed to providing a safe and welcoming environment for all patrons, borrowers, and staff members. We respect the privacy and confidentiality of library users and staff while also recognizing the importance of accommodating legitimate requests for audio and film recording within our facilities. This policy outlines the guidelines and procedures for audio and film recording in library spaces.

Scope

This policy applies to all individuals and organizations seeking to conduct audio and film recording activities in library spaces, including but not limited to meeting rooms, common areas, and outdoor premises. Delaware is a Dual Consent space, meaning that both parties must consent to audio or film recording on private property. Use of the library as a public space and service is a privilege, not a right. The library reserves the right to revoke permission and consent to filming or audio recording on its premises at any time.

Permission to Record

1. **Approval:** Permission to conduct audio and film recording in the library or on library grounds must be approved by the library administration. All recording requests must be submitted through the official request form.
2. **Request Process:** To request permission to film or record audio in the library, individuals or organizations must complete the designated request form available at the library's circulation desk or on the library's website.
3. **Consideration:** Administration will consider each request on a case-by-case basis. Factors to be considered include the purpose of recording, potential impact on library operations, compliance with this policy, and the privacy of other borrowers especially minors.
4. **Notification:** Applicants will be notified of the approval or denial of their recording request within a reasonable timeframe. Approved requests will receive written permission specifying the date, time, and location of the recording.

Conditions of Recording

1. **Respect for Privacy:** While recording, individuals and organizations must respect the privacy of library users and staff. Recording should not capture any individual's personal information, infringe on reasonable expectation of privacy, or violate Delaware privacy laws.
2. **Library Services:** Recording activities should not unduly disrupt library services, programs, or other library patrons. Library staff will provide guidance on acceptable locations and times for recording.
3. **Safety and Security:** Recording activities should not compromise the safety and security of library users, staff, or facilities. Any equipment used for recording must comply with relevant safety regulations.

Charges and Fees

The library does not charge for the use of public spaces, including meeting rooms, for audio or film recording activities. Patrons should refer to the library's Meeting Room Policy for more information on room reservations. The library happily accepts donations from our users/patrons.

Revocation of Permission

The library reserves the right to revoke permission and/or consent of audio and film recording on library premises at any time. Reasons for revocation may include but are not limited to violations of this policy, disruption of library operations, or concerns about privacy and security.

Compliance

Failure to comply with this policy may result in the immediate termination of recording activities and the revocation of future access and/or borrowing privileges.

Policy Review

This policy will be subject to periodic review by the library's Board of Directors to ensure its continued relevance and effectiveness.

Date: 9/7/23


Library Board President


Library Director