

# Somerset County Library System – Policy Manual

## **CHAPTER IV -- OPERATING POLICIES**

### **N. Policy on Recording Library Commission meetings**

#### A. General Principles

- a. The Somerset County Library Commission adheres to the state's Open Public Meetings Act.
- b. The Commission is allowed to set policies so that meetings are not disrupted.
- c. Only public sessions of the Commission may be recorded by members of the public.
- d. Any recording made by a member of the public is not an official record of the Commission meeting.
- e. Conversations between the Commission chair and legal counsel for the Commission may not be recorded by any party.
- f. This policy does not apply to recordings which SCLSNJ may make, nor to those made by the members of the press, upon presentation of credentials to the County Library Administrator. The County Library Administrator also serves as the Secretary of the Library Commission.
- g. The portion of any meeting wherein ceremonial presentations are made is also exempt from this policy.

#### B. Permission

- a. Any person wishing to record a Commission meeting must notify the County Library Administrator at least 48 hours in advance of the meeting so that arrangements can be made.
- b. A limit of 3 recording (still, audio and/or video) devices will be allowed at any meeting.
- c. The limitation on recording devices may be amended or waived by the County Library Administrator as circumstances require.

#### C. Equipment

- a. All recording devices must be set up at least 20 minutes before the scheduled start of a meeting, and may not be removed until the meeting is adjourned.
- b. All recording devices must stay within the assigned area or at an assigned seat, and must be attended throughout the meeting, Equipment may not be moved during a meeting.
- c. Requests to bring additional lighting must be presented to the County Library Administrator at least 48 hours in advance of the meeting.
- d. Equipment which creates distracting sounds or lights is not permitted.

*Adopted 9/6/17*