

# Wood Dale Library

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## Videotaping Policy

### Wood Dale Public Library District

It is the Wood Dale Public Library District's policy to cooperate with representatives of the print and broadcast media and with other members of the public who wish to record public meetings of the board by tape, film, or other means, so long as said recordings are not disruptive to the meeting, and do not violate the rights of the members of the public body and the public.

#### Rules of Procedure:

Any person may record using their own equipment the proceedings of a public meeting by tape, film, or other means subject to the following rules.

1. Meetings which are closed to the public may not be recorded except as required and authorized by the Open Meetings Act.
2. The chairperson may in his or her sole discretion grant any special accommodation requests.
3. The chairperson may designate a location for recording equipment or take other steps necessary to preserve the decorum of the meeting and facilitate the conduct of business.
4. The chairperson may impose additional rules or limitations on any recording, as he or she deem necessary or appropriate to preserve the orderly operation and decorum of the meeting.
5. The chairperson shall order the immediate termination of any recordings which is disruptive to the meeting, or which distracts, disturbs, or is offensive to members of the public body, witnesses, or the audience.
6. These rules may be modified by a majority vote of the voting member public body.

Approved by the Board of Library Trustees of the Wood Dale Public Library District on February 22, 2016.