



# VERMILION PARISH LIBRARY

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## Vermilion Parish Library Board Meeting Audio Recording/Filming Policy

As an entity governed by the Vermilion Parish Police Jury, the Vermilion Parish Library Board follows the guidelines set forth by that governing authority.

Guidelines for filming or audio recording of public meetings are as follows:

- (a) Notice. Notice of intent to film, audio record, or live broadcast any meeting must be provided to the library director or library board president prior to the beginning of the meeting.
- (b) Decorum. Filming or audio recording must be done in a way that does not disrupt the order or decorum of the meeting.
- (c) Designated areas. The library board reserves the right to designate an area of its meeting room where filming equipment may be utilized.
- (d) Lighting. No additional lighting may be used during filming and normal room lighting may not be altered to facilitate filming without the prior consent of the library board.
- (e) Publication. Film, video footage, or audio recording of a meeting of the library board or library board committees may not be published or broadcast in an edited form which misrepresents the manner in which the meeting was conducted or the events that occurred during the meeting.

Approved by the Vermilion Parish Library Board 7/23/2024