**Media Security Policy**

**Animal Care Department**



**April 2017**

Purpose and Scope

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This Media Security Policy (MSP) has been established by the University Animal Care department and is intended to protect the confidentiality and integrity of SJSU research, to assure respect for the privacy and safety interests of faculty, staff and students, and to prevent misleading representation of animal care and use at SJSU and its affiliates. This policy describes the allowable use of visual recording in any area where animals are housed, tested or used at San Jose State University and Moss Landing Marine Laboratories (including laboratories, vehicles/conveyances, and field study locations), and provides investigators guidance on how to best present and share images involving live or dead animals, or their parts, in efforts to share or promote scientific interests and SJSU supported programs.

Media Security Policy

The use of any recording device (e.g., film camera, digital camera, camera phones, digital recorder, sound recorder, live streaming equipment) **is prohibited** in animal use areas with the following exceptions:

1. When performed by government inspectors (e.g. USDA Veterinary Medical Officer);
2. When performed by an authorized PI or designee when required for scientific reasons (e.g., publications, laboratory documentation) as described in the respective IACUC-approved protocol;
3. When performed by an authorized PI or designee for the purpose of recording instructional activities as described in the respective IACUC-approved protocol;
4. When performed by or at the direction of authorized University Animal Care veterinary staff for the purpose of diagnosing or documenting clinical disease, veterinary care or treatment;
5. When performed by personnel authorized by the University Animal Care department when required to document condition of facilities, or compliance or animal handling issues; and
6. When performed to report or convey concerns related to animal welfare, care, or treatment.

Principal Investigators or faculty who wish to allow filming in animal use areas for reasons not described above must involve the Animal Care Facilities Operations Manager or Campus Veterinarian in planning these activities prior to filming or recording. This includes photography or filming by outside interests, e.g., journalists. Investigators and faculty are also strongly encouraged to work with designated press officers throughout the recording session or information dissemination process by contacting Office of Marketing and Communications at 408-924-1166 or by visiting: <http://www.sjsu.edu/communications/about/staff/index.html>

Violation of this policy or any of its parts is considered a violation of SJSU’s Policy on Animal Care and Use S14-6 (and subsequent revisions thereof), and could result in suspension of an approved animal use protocol by the IACUC.

Guidance for Implementing this Policy

**Rights of Individuals**

Faculty, staff and students who may be photographed or recorded in the course of their work should be informed when such activity is imminent. Any individual may decline being photographed, filmed, or recorded and is not required to be subject to recording.

**Avoiding Unintended Distribution of Images**

Although recording of animals or animal activities may be justified or necessary for instructional or scientific presentations or publications, investigators should recognize that what is perceived as appropriate is not necessarily seen that way in the public eye. Special attention should be given to the secure processing, transport and storage of negatives, disks, tapes, media cards, etc. and dissemination of images or recordings taken by investigators or authorized personnel in the course of their work.

Every effort should be made to show appropriate and accurate context when audio or visual recordings are made (e.g., if an animal is anesthetized or sedated, include the anesthetic vaporizer or tray holding the bottle of the tranquilizing agent; have personnel wearing required personal protective equipment appropriate for the work appear in the image).

Every effort should be made to avoid showing identifying landmarks for security purposes (e.g., building and room numbers, worker’s name badges, etc.).

Faculty, staff and students should be mindful of the potential for photographs and video images of animals used in teaching and research to be the target of public records requests. In some circumstances, such photographs or video images may be accessible to members of the public under California’s Public Records Law. Faculty and staff are encouraged to consult with campus Legal Services prior to creating such photographs or video images.

Careless or casual use of recorded images or recordings from animal use areas or in the field could unintentionally expose students, staff and faculty to unwanted attention and harassment or misrepresent the nature of such activities occurring at or by San Jose State University and its affiliates. Investigators and faculty should consider asking students and visitors to read this policy prior to entering animal use areas, engaging in animal-related activities, taking photographs or other recordings, or adding this policy to departmental or course-specific policies or agreements.

Individuals are encouraged to report any posting, sharing or distribution of prohibited or casual images involving the care and use of research animals at SJSU or MLML by contacting the SJSU Veterinary department (408-924-4929 or lyoung@science.sjsu.edu).