

Security Camera Policy

The Library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Because Library staff is unable to provide direct supervision over all areas within the Library and Library grounds, video surveillance cameras have been placed at selected locations in order to observe and record images of activities of persons in the Library and on Library grounds. This aforementioned surveillance system does not have an audio component.

Viewing of activity, whether in real time or in digitally recorded images, shall be limited to activities that are specific to Library operations, may affect the safety and security of Library patrons and staff, and provide protection of Library assets or property.

Privacy and Confidentiality:

- a. Camera placement shall be determined by Library Director or designee.
- b. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as within restrooms or staff rooms.
- c. To the extent that any real time or digitally recorded images include identifiable persons requesting information or checking out an item, such images shall be treated as confidential.
- d. Only designated Library staff may view real time images or digitally recorded images.
- e. Any inadvertent viewing of confidential information shall be held in confidence by the Library staff.

Public Notice:

- a. Signage shall be conspicuously displayed within the Library and on Library grounds advising of the recording of video images.

Monitoring:

- a. Cameras will not be monitored at all times but may be viewed in real time during times of reported activity or during random times as determined by the Library Director or designee.
- b. The Board of Trustees authorizes the Library Director to designate Library staff members who are authorized to view images on all cameras in real time or as digitally recorded images.

Storage:

- a. Cameras will record images in real time which will be digitally recorded onto electronic storage media.
- b. Digitally recorded images shall be retained for a period of not less than 30 days after which they will be automatically deleted, unless the Library determines that such recording should be maintained for security purposes.

Access to Images:

- a. Law enforcement officials may view digitally recorded images upon presentation of a valid court order except that the Library Director or designee has the sole discretion to permit law enforcement officials to view digitally recorded images without a court order if the Library Director or designee reasonably believes the digitally recorded images constitute evidence or tend to demonstrate that an offense was committed.
- b. All recordings are the sole property of the Library and shall not be disclosed except as set forth below and/or to the extent deemed necessary by the Library Director for the proper operation of the Library.
- c. Release of recordings shall be made only as permissible pursuant to applicable law, including but not limited to Section 4509 of the Civil Practice Law and Rules.

Adopted: 4/17/18