

Security Cameras

The Library District uses security cameras to ensure the physical security of its facilities, staff and patrons. A sign is posted at entrances informing the public that security cameras are in use. The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded digital images.

Camera Locations: Reasonable effort is made to safeguard the privacy of library patrons and employees. The video security cameras are positioned to record only those areas specified by the Library Director and will complement other measures to maintain a safe and secure environment. Camera locations shall not be changed or added without permission of the Library Director.

Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms.

Access to Digital Images: Recorded digital video images may contain personally identifiable information about an individual who has used any library service or borrowed any library materials ("patron information"), and will be accorded the same level of confidentiality and protection provided to library users by New York State Law.

Use/Disclosure of Video Records: Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations.

Video records and still records may be shared with authorized library employees when appropriate or, upon approval by the Library Director, other library staff to identify those suspended from library property and to maintain a safe, secure and policy-compliant environment.

Under certain circumstances, individuals authorized under this policy may use a still photograph or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.

Requests by Law Enforcement: Library District staff are required to refer any law enforcement request for security camera footage or still photographs to the Library Director. In order to protect the confidentiality of library use consistent with New York State law, the Library District does not make security camera footage or still photographs available to any agency of federal, state, or local government unless a subpoena, warrant, or court order is issued pursuant to law. Before complying with any such requests, legal counsel is consulted to determine the proper response. However, if after review it is determined that release of video footage would not violate New York State law, the Library Director may release requested footage upon written request from law enforcement.

In the event of a search warrant, which is executable immediately, Library Administration will comply with the search warrant and consult with legal counsel. Upon receipt of a subpoena or other court order, Library Administration shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, Library Administration shall insist any defect be remedied before releasing records that contain patron information.

Requests by the General Public: Confidentiality/privacy issues prohibit the general public from viewing security camera footage. If a member of the general public wishes to obtain a copy of video footage they should make the request to the Library Director.

Retention of Digital Images: Images are retained for no longer than 45 days, unless authorized by the Library Director.