



## **Security Cameras**

Lee-Whedon Memorial Library strives to maintain a safe and secure environment for its patrons and staff. Section 226 of the New York State Educational Law authorizes the Board of Trustees to adopt regulations to ensure the safety of all Library staff and patrons, to protect the Library's property, and to maintain order in the Library. Selected areas of the Library are equipped with video surveillance cameras for the safety and security of the building, staff, and patrons. The public is notified that the Library is under video surveillance so that visitors have reasonable and adequate warning that the surveillance is or may be in operation.

### **Security Camera Locations**

The Library understands that privacy is important to patrons and staff. This policy is in force to deter public endangerment, vandalism, theft, and mischief, and to identify those individuals involved in such activity for law enforcement purposes, while adhering to the Protection of Privacy Act and the Freedom of Information Act. Reasonable efforts are made to safeguard the privacy of Library patrons and staff. Cameras are positioned to record high traffic areas and areas with a pattern of security incidents, and will complement other measures to maintain a safe and secure environment in compliance with Library policies. Cameras will not be installed in locations where staff and patrons would have a reasonable expectation of privacy, such as restrooms; nor are they positioned to identify a person's reading, viewing, or listening activities in the Library.

### **Access to Digital Images/Recordings**

Live camera footage will not be available to the public for viewing at any time. Only the Director and his/her designees have access to the administrative settings of the digital video recorder and playback systems. Live footage will only be viewed in cases where Library staff cannot actively monitor the area(s) being recorded. Recordings are viewed only to investigate pre-defined occurrences. Violations of these policies and rules by Library employees are subject to discipline, up to and including termination.

### **Disclosure of Digital Images/Recordings**

Video records and still photographs may be used to identify person(s) responsible for policy violations, criminal activity on Library property, or actions considered disruptive to normal operations. Video records may be used to assist law enforcement agencies in accordance with applicable state and federal law upon receipt of an enforceable legal process. Recordings are reviewed by Library staff to determine if the incident is administrative or police reportable. If the incident is determined to be police reportable, the Director or his/her designee will make the report and release any video recording to law enforcement. If the Director is involved in an incident, the Board President may access the digital recordings and release the recording to law enforcement. In no event, unless required by an enforceable legal process, shall any video records be released to the media, patrons, or other persons.

**Staff Performance**

The Library reserves the right to view video footage when there are concerns about an employee's job performance. Employees who have concerns about a co-worker's job performance shall bring those concerns to the attention of the Director or Assistant Director.

**Retention of Digital Images/Recordings**

The retention period for recordings is typically three weeks but may vary based on the storage space available on the system's hard drive. Recordings required for evidence are saved to a secure file, stored in a secure environment, and destroyed in accordance with the Library's Record Retention and Removal Policy.

*Approved 9/2018*