



Policy 3.1. Security Camera Usage

Policy Statement:

In the interest of maintaining a safe and secure environment for the public and staff members, and to ensure the security of collections and facilities, the Haverstraw King's Daughters Public Library will utilize video recording equipment.

Purpose:

The Board of Trustees is responsible for determining the rules of behavior necessary to protect the rights of individuals to use library materials and services, to protect the rights of employees to conduct library business without interference, and to preserve library materials and facilities. (Refer to *Policy 2.1 Patron Rules of Conduct* for information on behaviors that are not permitted on premises.) Further, the Board of Trustees believes that library users have the right to use library materials, facilities and services without being disturbed or impeded by other library users; that library users and employees have the right to an environment that is secure and comfortable; and that library users and employees have the right to materials and facilities that are accessible and in good condition.

In pursuit of this objective, the Board of Trustees has determined that selected public and staff areas of the library will be monitored by video recording equipment. The purpose of this policy is to establish guidelines for the placement and use of security cameras, as well as the access and retrieval of recorded video images at the Haverstraw King's Daughters Public Library.

While it is recognized that the use of security cameras will not prevent all incidents, its potential deterrent effect and use as a means of providing assistance to law enforcement in identifying and prosecuting offenders is considered worthwhile.

Guidelines:

1. General

- a. Because security cameras are not constantly monitored, employees and patrons should take appropriate precautions for their safety and for the security of personal property.
- b. The Haverstraw King's Daughters Public Library is not responsible for loss of property or personal injury.
- c. Staff and patron safety is the first priority in any threatening situation. The protection of library property is of secondary importance.

2. Location

- a. Cameras are installed at library locations on an as-needed basis.
- b. Security cameras may be placed in both indoor and outdoor areas so that designated library staff can periodically monitor activity.
- c. Placement of cameras will be limited to uses that do not violate a reasonable expectation of privacy. Examples include common areas of the library such as entrances, book stacks, public seating areas, hallways, stairways, delivery areas, workspaces and parking lots.

- d. Cameras may be installed in areas that could assist law enforcement in documenting traffic accidents or other incidents unrelated to the Library that take place on the public streets and surrounding properties within camera view. Examples include cameras on the exterior of a library building that not only document activity on Library property but also the sidewalk, public streets, and surrounding properties.
 - e. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as in restrooms.
3. Notice to the Public
- a. Signage shall be conspicuously displayed within the Library advising of the recording of video images.
 - b. A copy of this policy is posted on the Haverstraw King's Daughters Public Library's website.
4. Privacy and Law Enforcement
- a. To the extent that any recorded images include identifiable persons requesting information or checking out an item, such record shall be treated as confidential as provided in §4509 of the *State of New York Civil Practice Laws and Rules*.
 - b. Cameras will not be installed for the purpose of monitoring staff performance.
 - c. Conversations or other audible communication shall not be monitored or recorded by the security cameras.
5. Viewing Real-Time and Stored Images
- a. All requests for the viewing of real-time or recorded images by law enforcement officials must be presented to the library director or his/her designee. Law enforcement officials may then view recorded images unless such images are protected by §4509 of the *State of New York Civil Practice Laws and Rules*, in which case such records would be released only pursuant to valid court order.
 - b. Access to the footage in pursuit of documented incidents of criminal activity or violation of the library's *Policy 2.1 Patron Rules of Conduct* is restricted to designated staff members: Library Administration, Persons-in-Charge (PICs), Reference Desk Staff, Security Staff, Custodial Staff, and Information Technology Staff.
 - c. Patron access to video footage is not permitted.
 - d. Production of video copies for distribution to law enforcement is limited to designated Technology or Administration staff.
 - e. Designated staff as described above may have access to real-time monitors. Images will be viewed on desktop monitors placed in secure areas to ensure private access.
 - f. Circumstances under which designated staff may view images in real-time include observation of areas beyond view from designated workstations for assurance of safety and security or upon report of suspicious behavior, including violations of *Policy 2.1 Patron Rules of Conduct*, criminal activity, destruction or theft of library property or assets, or other activity that may be disruptive to library users, staff or operations.
6. Data Storage
- a. Images will be stored for a length of time based on available storage but no longer than 21 days. As new images are recorded, the oldest images will be automatically deleted.
 - b. Video records will not be maintained if no criminal activity or policy violation has occurred.
 - c. In situations involving banned-and-barred patrons, stored still images may be shared with all staff members. Shared images may remain posted in restricted staff areas for the duration of the banning period. After the banning period ends, these images are archived in the Administrative Offices for 5 years.

Questions or comments about the implementation of this policy may be directed to the Library Director.

Adopted by the Board of Trustees April 13, 2010

Amended by the Board of Trustees January 12, 2016