

# Security Camera Policy

*Approved February 10, 2020*

## **Purpose**

The Kinderhook Memorial Library employs video security cameras to ensure the physical security of the Library facility, staff, and patrons. The purpose of this policy is to establish the guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded digital video images at the Library.

## **Public Notice**

The Library will post signs at each Library entrance alerting users to the presence of security cameras for monitoring and recording on library property, both inside and outside. Security cameras record video only; there are no audio recordings in use.

Because security cameras are not continuously monitored, staff and public should take appropriate precautions for their safety and for the security of personal property. The Library is not responsible for loss of property or personal injury and no assurances of safety are being provided as a result of the use of video cameras.

## **Privacy and Confidentiality**

Camera placement shall be determined by the Library Director or his/her designee. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, including restrooms.

Cameras are not positioned to identify a person's reading, viewing, or listening activities. However, to the extent that any recorded images include identifiable persons requesting information or checking out an item, such record shall be treated as confidential, to the extent permissible by law, and under the confidentiality and privacy policies of the Library.

## **Use/Disclosure of Video Records**

Video records and still photographs may be used by Library staff to identify those responsible for Library policy violations, criminal activity on Library property, or actions considered disruptive to normal library operations.

Video and still records may be shared with Library staff, upon approval of the Director, to identify those suspended from Library property and to maintain a safe, secure, and policy-compliant environment. The Library Director 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.

### **Law Enforcement Requesting Access to Security Camera Footage**

Library staff and volunteers are required to refer any law enforcement request for security camera footage or still photographs to the Library Director. In the case that the Library Director cannot be reached, the President of the Board of Trustees should be contacted. The Library 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, with the exception of the previous paragraph. In the event the Library is served with a subpoena, warrant, or court order, the Library staff will follow the procedures outlined in the Library's Law Enforcement Inquiries Policy and Procedures.

### **General Public Requesting Access to Security Camera Footage**

Public or patron access to security camera footage or still photographs captured through the security cameras is not allowed without a lawful court order.

### **Retention of Digital Images**

The Library avoids creating unnecessary records, retaining record not needed for the fulfillment of the mission of the Library, as well as practices that could place personally identifiable information on public view. Recorded digital images are retained for no longer than one week unless required as part of an ongoing investigation or litigation.