

PALISADES FREE LIBRARY SECURITY CAMERA POLICY

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 Palisades Free Library will utilize 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 Palisades Free Library. The Palisades Free Library is not responsible for loss of property or personal injury.

Guidelines:

1. 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.
 - c. Placement of cameras will be limited to uses that do not violate a reasonable expectation of privacy. 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, sidewalks, and surrounding public areas within camera view.
 - d. Cameras will not be installed where individuals have a reasonable expectation of privacy, such as in restrooms.
2. 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 Palisades Free Library's website.
3. Privacy and Law Enforcement
 - a. Cameras will not be installed for the purpose of monitoring staff performance.
 - b. Conversations shall not be monitored or recorded by the security cameras.
4. 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 *Patron Rules of Conduct* is restricted to designated staff members.
 - c. Patron access to video footage is not permitted.
 - d. Copying video for distribution to law enforcement is limited to designated Administration staff.
 - e. Designated staff may have access to real-time monitors.
 - f. Circumstances under which designated staff may view real-time images include instances of safety and security or upon report of suspicious behavior, including violations of *Patron Rules of Conduct*, criminal activity, destruction or theft of library property or assets, or activity that may be disruptive to library users, staff or operations.
5. Data Storage
 - a. Images will be stored for a length of time based on available storage. 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, 2016 and reviewed September 23, 2021