

## **Library Surveillance Camera Policy**

The Mastics Moriches Shirley Community Library utilizes surveillance/ security cameras to complement other measures to ensure a safe and secure environment for patrons and staff. The equipment assists in protecting the library's property against theft or vandalism and in identifying intruders and persons violating the law or the library's "Behavior in the Library" policy.

Surveillance cameras are to be positioned to monitor public areas of the library and grounds that are not easily monitored from service desks and staff areas. Surveillance cameras are not employed in rest rooms, nor are they positioned to identify patrons' reading, viewing or listening activities within the library. Signs are to be posted within the library that the premises are monitored by surveillance cameras. Signs state: FOR OPERATIONAL AND SECURITY PURPOSES PLEASE BE ADVISED THAT THE PUBLIC AREAS OF THE LIBRARY ARE UNDER VIDEO SURVEILLANCE

Recorded information from surveillance cameras is retained for no more than 1 month. Incidents of theft, vandalism, trespassing, or destruction of library property may be maintained indefinitely. In the event of an observed or reported incident, the recorded information may be utilized to assist in the investigation of the incident. The library will maintain control of and responsibility for the video surveillance equipment and its recordings at all times.

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

Video recordings may be utilized by authorized individuals to identify those responsible for Library policy violations, criminal activity on Library property, or activities deemed to be disruptive to normal Library operations. Video recordings may be provided to authorized library employees when appropriate or, upon approval of the 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 by the Director under this policy may utilize recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a possible crime on library property.

All requests for security camera footage by law enforcement personnel will be referred to the Library Director. In the Director's absence, requests are to be directed to the senior administrative person on site.

Upon receipt of a subpoena or other court order the Library will consult with legal counsel to determine if the document is in proper form and that good cause existed for its issuance from a

court of proper jurisdiction. If not, the Library will require that any defect be remedied prior to releasing records which reveal patron information or identify a patron or patrons.

Confidentiality/ privacy issues are deemed to prohibit a member of the public from viewing Library security camera footage. If the Library receives a request from a member of the general public to inspect security camera footage, the individual will be advised that such will only be made available upon proper law enforcement or subpoena demand.

The Library will permit law enforcement personnel to view security camera footage upon request in relation to a claimed criminal violation incident occurring within the Library's premises or on Library grounds.

*Board accepted June 2018*