



## **Schuylerville Public Library**

### **Surveillance Camera Policy**

#### **PURPOSE**

The Schuylerville Public Library strives to assure a safe and secure environment for its patrons and staff. Since library staff is unable to provide direct supervision over all areas of the library and library grounds, video surveillance cameras may be placed at selected locations in order to observe and record visible activities of persons within the library and on library grounds in lieu of or in addition to direct supervision. The primary use of surveillance cameras is to discourage inappropriate and illegal behavior.

Observation of activity, whether in real time or from digital records storage, shall be limited to activities that are specific to library operations, may affect the safety and security of library patrons and staff, and in order to provide protection for library assets or property. Real-time monitors may be set up in public areas at the discretion of the Library Director.

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.

#### **PRIVACY AND CONFIDENTIALITY**

Camera placement shall be determined by the Library Director. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as restrooms.

To the extent that any recorded images include identifiable persons requesting information or checking out an item, such records shall be treated as confidential library records as provided for in law. Only designated library staff may view real time images or screen recorded images for potential breach of confidentiality. Any inadvertent views of protected information shall be held in confidence by the library staff under the library system's patron confidentiality policy.

#### **PUBLIC NOTICE**

Signage shall be displayed within the library advising of the recording of video images. Conversations or other audible communication shall not be monitored or recorded by the security cameras.

#### **DATA STORAGE**

Cameras will record activities in real time and images will be saved to the camera server's hard drive. The capacity of the storage system will determine the length of time the images are

stored. Current software deletes images automatically as the capacity of the hard drive is reached, which is generally three weeks or less. Generally, and except as permitted under this policy, cameras and stored images will not be monitored continuously by library staff. Authorization to view stored images may only be granted by the Library Director.

### **AUTHORITY TO ACCESS DATA**

The Library Director holds the authority to designate library staff members who may access video in recorded formats. Library Board members may access recordings only to the extent necessary to fulfill their fiduciary obligations to the library. No person may access video for non-library purposes.

Circumstances under which designated staff or board members may access real time or recorded imagery include, but are not limited to, observation of areas beyond view from designated work stations for assurance of safety and security. Access to real time or recorded imagery is also authorized to designated staff upon report of suspicious behavior, including policy violations, criminal activity, destruction or theft of library property or assets, or other activity that may be disruptive to library operations.

### **LIBRARY USE OF IMAGES**

Video records and still photographs may be used to identify person(s) responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations or harmful to the provision of library services.

Video records may be shared with authorized library staff 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.

### **LAW ENFORCEMENT**

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.

Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws. All requests for the viewing of real time or recorded imagery by law enforcement officials must be presented to the Library Director. Law enforcement may view recorded images, unless such images include records protected by law, in which case such records will be released only pursuant to a valid court-ordered subpoena.



## **PUBLIC DISCLOSURE**

All requests for public disclosure of recorded images shall be presented to the Library Director. Guidelines for public disclosure of video imagery shall be in accordance with FOIL.

## **UNAUTHORIZED ACCESS AND/OR DISCLOSURE**

A breach of this Policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video record and/or a potential privacy breach has a responsibility to ensure that the Director or Board President is immediately informed of the breach.

Adopted by the Board of Trustees, January 9, 2018