



## **Fayetteville Free Library Digital Video Surveillance Policy**

### ***Overview/Purpose***

Selected areas of the library are equipped with video cameras for the protection and safety of patrons, staff, assets, property, and to identify persons breaking the law or violating the library's Patron Code of Conduct. Signs are posted on the external library doors informing the public that security cameras are in use.

The purpose of this policy is to establish guidelines for the placement and use of digital video cameras as well as the access and retrieval of security camera footage and still photographs at the Fayetteville Free Library (FFL). Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and ordinances.

### **Security Camera Locations**

As patron privacy is a primary concern of the FFL, reasonable efforts are made to safeguard the privacy of patrons and staff. The video security cameras are positioned to record only those areas specified by the Executive Director (ED). Camera locations shall not be changed or added without written permission of the ED.

Cameras may be installed in locations where patrons and staff would not have an expectation of privacy. Examples include library entrances, fire escapes, and parking lots. Cameras will not be installed in areas where patrons and staff have a reasonable expectation of privacy, such as restrooms. They will not be positioned to identify a person's reading, viewing, or listening activities in the library.

### **Retention of Digital Images**

Images from the library's security cameras are stored digitally on hardware in a secured area of the library. It is the intention of the library to maintain images for a minimum of 14 days or until system capacity is reached, then the oldest recordings are automatically deleted to make room for new recordings.

### **Access to Digital Images**

Typically, the recorded images are not reviewed. However, if an incident comes to the attention of the ED, either directly from patrons or from staff, the retained images will be viewed. Examples include pending litigation or incidents of criminal activity. Only the ED, Information Technology Staff, and persons designated by the ED are authorized to access the recorded archival data. Such persons shall not violate any laws relevant to this policy in performing their duties and functions related to the video security system. If an incident occurs that requires creating a copy of the recording, the FFL will do so.

***Adopted by FFL Board of Trustees on 05/28/2019***



All requests by law enforcement for security camera footage or still photographs will be referred to the ED. In the event of a search warrant, which is executable immediately, library administration will comply with the search warrant and consult with legal counsel. Upon receipt of a subpoena or other court order, library administration shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, library administration shall insist any defect be remedied before releasing records which contain patron information.

### **Disclosure of Digital Images**

Video records may contain personally identifiable information about an individual who has used any library service or borrowed any library materials (“patron information”), and will be accorded the same level of confidentiality and protection provided to library users by New York State Law §4509: Library records, Fayetteville Free Library policies, and the American Library Association policies on confidentiality and privacy. Therefore, the general public is prohibited from viewing security camera footage.