



## **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 only 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, recorded images may be accessed in the following situations:

- a) Internally, the ED and/or Assistant Director (AD) may request the retrieval of footage by IT staff to resolve issues related to safety and security.
  - a. The viewing of recorded video shall be limited to individuals with prior approval of the ED and/or AD.

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- b. Staff members who are assigned to retrieve or view footage may not violate any laws relevant to this policy in performing their duties and functions related to the video security system.
- b) All external requests for security camera footage or still photographs will be referred to the ED and/or AD.
  - a. The FFL will comply with any valid request from law enforcement.
  - b. In the event of a search warrant, which is executable immediately, library administration will comply with the search warrant and consult with legal counsel.
  - c. 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.
- c) All instances of video recording retrieval will be documented.

### **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.