

## **Digital Video Surveillance Policy**

The Saugerties Public Library employs video security cameras to ensure the physical security of the Library facility, staff and patrons. A sign is posted at the library entrance informing the public that security cameras are in use. The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded digital video images at the Saugerties Public Library.

### **SECURITY CAMERA LOCATIONS**

Reasonable efforts are made to safeguard the privacy of library patrons and employees. Video security cameras are positioned to record only those areas specified by the Director/ Board of Trustees, and will complement other measures to maintain a safe and secure environment in compliance with Library policies. Camera locations shall not be changed or added without permission of the Director/Board of Trustees.

Cameras will not be installed in areas such as the staff room, bathrooms and the Community Room nor will they be positioned in a manner likely to identify a person's reading, viewing or listening activities in the library.

### **USE/DISCLOSURE OF VIDEO RECORDS**

Video records and still photographs may be shared by the Library Director or Assistant Director or their designee identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations or threats to maintaining a safe and secure library environment. Under certain circumstances, individuals authorized under this policy may use a still photograph or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.

### **GENERAL PUBLIC REQUESTING ACCESS TO SECURITY CAMERA FOOTAGE**

Confidentiality/privacy issues generally prohibit the general public from viewing security camera footage. If a member of the general public wishes to obtain a copy of video footage they must make a request according to the Freedom of Information Law policy.

### **RETENTION OF DIGITAL IMAGES**

Recordings are retained for no longer than 14 days NOT TRUE, unless required as part of an ongoing investigation or litigation. (NOTE: the security company software deletes footage after 14 days)

See: Freedom of Information Law Policy

Adopted: February 14, 2019

Reviewed: October 2022

Review Cycle: 5 years

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This building is under video surveillance.

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