

# Claverack Free Library

---

## Digital Video Surveillance Policy

Approved: August 2019

The Claverack Free Library employs video security cameras to promote safety and security of the staff, the public and facilities. 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 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 Library 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 Library Director/Board of Trustees.

Cameras may be installed in locations where staff and patrons would not have an expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, Children’s Room, Conference Room, Community Room, Entrances and Exits and parking lot. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms; nor will they be positioned in a manner likely to identify a person’s reading, viewing or listening activities in the Library.

## **ACCESS TO DIGITAL IMAGES**

Recorded digital video images may contain personally identifiable information about an individual who has used any Library service or borrowed any Library materials (“patron information”), and generally will be afforded the same level of confidentiality and protection provided to Library users by the Library’s Law Enforcement Inquiries Policy and Procedures.

Typically, the images are not monitored or reviewed. If an incident comes to the attention of the Library Director, or in his/her absence, the designated Library Staff in Charge, the retained images can be reviewed and saved for as long as necessary.

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

The Library will require a subpoena for the release of security camera images consistent with the requirements of Civil Practice Law and Rules 4509. The subpoena must include a specific date(s)/time(s)/place(s). Subpoena must be submitted to the Library Director, or in his/her absence, the designated Library Staff in charge. The Library may have any and all subpoenas reviewed by the Library counsel prior to any action taken by the Library. Upon receipt of a subpoena or other court order, the Library Director 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, the Library Director shall insist any defect be remedied before releasing records that contain patron information.

If the Library determines no Library record information material (“patron information”) is shown in an image(s), the Library will release a security camera image(s) to: the Library staff, Mid-Hudson Library System authorized personnel, persons conducting business with the Library, law enforcement officials, public health officials, and trained medical personnel. Except in the case of an emergency, all requests for an image(s) must be in writing and include a specific date(s)/time(s)/place(s).

All requests for release of a security camera image(s) to a person and/or organization not cited above will be considered on a case-by-case basis. Confidentiality/privacy issues generally prohibit the general public from viewing security camera footage. All requests for an image(s) must be in writing according to the Freedom of Information Law policy and include a specific date(s)/time(s)/place(s). The Library reserves the right to decline any and all requests.

## **RETENTION OF DIGITAL IMAGES**

The Library avoids creating unnecessary records, retaining records not needed for the fulfillment of the mission of the Library, as well as practices that could place personally identifiable information on public view. It is the intention of the Library to maintain images for a minimum of 14 days. These images are retained until video surveillance system capacity is reached, then the oldest recordings are automatically deleted to make room for new recordings.