

## **VIDEO SURVEILLANCE POLICY**

### **1. Purpose**

The Newark Public Library strives to maintain a safe and secure environment for its patrons and staff. Section 226 of the New York State Educational Law authorizes the Board of Trustees to adopt regulations to insure the safety of all Library staff and patrons, to protect the Library's property, and to maintain order in the Library.

Selected areas of the library are equipped with video surveillance cameras for the safety and security of the library building, staff and patrons. The public is notified, on clearly worded signs that the Library is under video surveillance so that library visitors have reasonable and adequate warning that the surveillance is or may be in operation.

The library understands that privacy is important to patrons and staff. 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.

Reasonable efforts are made to safeguard the privacy of customers and employees. Cameras are positioned to record only those areas specified by the Director or his/her designee, and will complement other measures to maintain a safe and secure environment in compliance with Library policies. Camera locations will not be changed or added without permission of the Director. Cameras will not be installed in locations where staff and patrons would have a reasonable expectation of privacy, such as restrooms; nor are they positioned to identify a person's reading, viewing, or listening activities in the Library.

### **2. Access to Digital Images/Recordings**

Live library camera footage will not be available to staff or the public for viewing at any time. Only the Director and his/her designee will have access to live footage and digital recordings, and may have remote access to live feeds in order to monitor activity at the library when necessary. If the Library Director is involved in an incident, the Board President may access the digital recordings.

### **3. Use and Disclosure of Digital Images/Recordings**

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 used to assist law enforcement agencies in accordance with applicable state and federal law upon receipt of an enforceable legal process.

Video records may be shared with authorized library staff when appropriate, or upon approval of the Director to maintain a safe, secure, and policy-compliant environment.

Recordings are viewed only to investigate a pre-defined occurrence. Staff and individuals may request that recordings be viewed using the “Request for Video Surveillance Review” form, available at any service desk.

Recordings are reviewed first by two (2) authorized Library staff members to determine if the incident is Administrative or Police reportable. If the incident is determined to be Police reportable, the Director will make the report. Only the Director or his/her designee are authorized to release any video recording to law enforcement. If the Library Director is involved in an incident, the Board President may access the digital recordings and release the recording to law enforcement. In no event, unless required by an enforceable legal process, shall any video records be released to the media, patrons, or other persons.

#### **4. Retention of Digital Images/Recordings**

Normal retention period for recordings is four (4) weeks followed by destruction by recording over unless required for evidence. Recordings required for evidence are saved to a secure file and/or CD and stored in a secure environment. Such recordings are destroyed when no longer required for evidence.

*Adopted by the Newark Public Library Board of Trustees August 13, 2015  
Reviewed 11/12/2020*