

## GREENBURGH PUBLIC LIBRARY POLICIES AND PROCEDURES MANUAL

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	<b>Effective Date</b>	May 25, 2011	
	<b>Approval Date</b>	May 24, 2011	

### I. INTRODUCTION

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

To this end the Board has purchased and installed alarm systems and video surveillance equipment for security, deterrence and identification, and has established policies regarding patron behavior.

### II. POLICY

#### A. CAMERA LOCATIONS

Selected public areas of the Library premises are equipped with video cameras that detect and record all movement in those areas. The video security cameras will be positioned to record only those areas specified by the Director, and will complement other measures to maintain a safe and secure environment in compliance with Library policies. Signage will be posted at the Library entrance stating: "This area is under video surveillance." Images shall be maintained and may be used only in accordance with the policies established herein.

Camera locations shall not be changed or added without the permission of the Director.

The Library's video security system shall be used only for the protection and safety of patrons and employees and Library assets and property. Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Video cameras shall not be positioned in restrooms. Cameras in the employee break room will be positioned to monitor the emergency exit not the staff lounging area. Cameras shall not be positioned in any manner to identify a person's reading, viewing or listening activities in the Library.

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### B. ACCESS TO VIDEO RECORDS

Only the Director, Assistant Director and other employees and/or service providers designated by the Director (“Authorized Employees”) shall be authorized to operate the video security system. Access to video records shall be limited to Authorized Employees and service providers, when accompanied by an Authorized Employee, who shall only access such records during the course of their assigned duties. Library employees and service providers are to review and comply with this policy. A copy of the policy shall be maintained in proximity of the video equipment. Such persons shall comply with and respect the terms of this policy, as well as any New York State or Federal law pertaining to privacy rights, in performing their duties and functions in the Library.

### C. USE AND DISCLOSURE OF VIDEO RECORDS

1. Video records may be used to identify the person or persons responsible for or involved in violations of Library/Town policies, practices and procedures, alleged illegal conduct on Library premises or actions considered disruptive to normal Library operations or deleterious or harmful to the provision of Library Services.
2. 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 viewed by Authorized Employees when appropriate or, upon approval by the Director, other Library employees to identify person(s) suspended from Library property and otherwise to maintain a safe, secure and appropriate environment.
3. Only the Director shall be authorized to release any video record to anyone other than an Authorized Employee, including, but not limited to, law enforcement personnel, and only in accordance with the policies and conditions set forth above.

In no event – unless required by an enforceable legal process – shall any such records be released to the media, to patrons or other persons.

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### D. VIDEO RECORD RETENTION

Images from the Library video surveillance system shall be stored digitally on hardware in the Library. The Library will retain all recorded images for 30 days. Typically, images will not be routinely monitored in real-time, nor reviewed by Library staff, except when specifically authorized by the Director or other Authorized Employee. An Authorized Employee will be assigned to verify that the system is operating properly and records are being stored on a regular basis. Any records produced by the video surveillance system shall be kept in a secure, locked facility and managed appropriately by the Library to protect legal obligations and evidentiary values. Video records of incidents can be retained and reviewed as long as considered necessary by the Director.

*This policy is issued by the Library Board of Trustees and is subject to periodic review and/or revision at the sole discretion of the Board. Appeals must be submitted to the Board in writing.*