

Video, Camera & Surveillance Policy

The Manhasset Public Library strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected public areas of the library premises are under video surveillance and recording. Signage is posted disclosing this activity.

Cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy.

Images from the Library surveillance system are stored digitally on hardware in the Library and accessed by the Director and authorized Staff. It is the intent of the Library to retain all recorded images for a minimum of 14 days.

When an incident occurs on Library premises:

- Camera/Surveillance /Video recordings will be used to identify the person or persons responsible for Library policy violations, criminal activity, or actions considered disruptive to normal Library operations.
- Camera/Surveillance /Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Camera/Surveillance/ Video recordings of incidents can be retained and reviewed as long as considered necessary by the Library Director.
- Images may be shared with other Library staff to identify person(s) suspended from Library property and to maintain a safe and secure environment. Images are not to be shared with the public.
- While it is recognized that video surveillance will not prevent all incidents, its potential deterrent effect, and resource as a means of identifying and prosecuting offenders is considered worthwhile.

Access to Digital Images

The system will be secure and will only be viewed by those authorized to do so. The Authorized/ Administrative Staff, in the course of their normal duties will monitor and operate the video security system. Only the Director and Authorized Staff will have access the recorded archival data in pursuit of incidents of criminal activity, litigation, or violation of the Library Code of Conduct. Any request to review video will be accompanied by a completed and approved *Camera/ Surveillance Request Form*.

Upon Director's approval of the *Request*, an authorized Administrator, may review recorded data in order to ascertain security concerns related to a specific incident. Such persons shall not violate any laws relevant to this policy in performing their duties and functions related to the video security system. Library employees are to review and comply with this policy.

Use/Disclosure of Camera/Surveillance Records

- Camera/Surveillance records may be accessed by Authorized Staff under this policy or by law enforcement personnel in order to identify the person or persons responsible for library policy violations, criminal activity on library property, actions considered disruptive to normal library operations or violation of the Library's Code of Conduct.
- Camera/Surveillance records may be shared with authorized library employees when appropriate or, upon approval by the Director, other library staff to identify person(s) in order to maintain a safe, secure environment.
- Under certain circumstances, authorized individuals may use a still shot or selected portions of recorded data to request law enforcement review for investigating a crime on library property.
- Camera/Surveillance records shall not be used or disclosed other than as specifically authorized by this policy. Images are not to be disclosed or released to the public.

All requests for security camera footage or still shots by Law Enforcement agencies will be referred to the Library Director. In her absence, direct requests to the Senior Administrative Person.

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 can demonstrate that there is good cause for its issuance by a court of proper jurisdiction. If not, the Library Administration shall insist any defect be remedied before releasing video footage containing patron information.

General Public Requesting Access to Security Camera Footage

Confidentiality/privacy issues prohibit the general public from viewing security camera footage. A request from a member of the general public to inspect security camera footage, should be accompanied by a documented police complaint. *See Surveillance Request Form/FOIL request.*

Unauthorized Access and/or Disclosure

A breach of this Policy may result in disciplinary action up to and including dismissal. Any Library employee who becomes aware of any unauthorized disclosure of a Camera/Surveillance record and/or a potential privacy breach has a responsibility to ensure that the Director is immediately informed of the breach. Every attempt will be made to resolve a complainant's concerns informally at the onset of the complaint.

Dealing with a Breach of Privacy

If a privacy breach has occurred (loss, theft, or inadvertent disclosure of personal information) immediate action must be taken to control the situation, to identify the scope of the breach and to take the appropriate steps to contain the damage. The Library Director will conduct an internal investigation into the matter, report on the findings and quickly implement any recommended solution.

Compliance

Failure by Library Staff to comply with this policy may result in disciplinary action.