

## VIDEO SURVEILLANCE POLICY

The Library utilizes video cameras on Library property for the purposes of deterring crime, assisting police in criminal investigations, and protecting the safety and property of the Library, its staff and patrons. The Library has the responsibility of protecting the rights and privacy of our patrons in accordance with NYS Law 4509.

Confidentiality/privacy issues are deemed to prohibit a member of the general public from viewing Library security camera footage. If the Library receives a request from a member of the general public to inspect security camera footage, the individual will be advised that such will only be made available upon proper law enforcement or subpoena demand. The Library will allow law enforcement individuals to view security camera footage upon request in relation to a claimed criminal violation relating to an incident that occurs within the Library premises or on Library grounds.

Access to the archived footage in pursuit of documented incidents of injury, criminal activity, violation of the Library's Code of Ethics or Library's Patron Behavior Policy is restricted to designated staff: the Library Director, Assistant Directors and Head of Business and Personnel. Video records and still photographs may be used by authorized individuals to identify those responsible for Library policy violations, criminal activity on Library property or actions considered disruptive to normal Library operations as delineated in the Library's Code of Ethics and the Library's Patron Behavior Policy. In situations involving banned patrons, stored still images may be shared with staff system wide. A breach of this policy may result in disciplinary action up to dismissal. Any Library employee who becomes aware of any unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Director of the breach.

***Adopted February 18, 2015 by the Board of Trustees of the Middle Country Public Library.***