



## Security Cameras Surveillance Policy

The Lindenhurst Memorial Library is committed to undertaking reasonable measures to assure a safe and secure environment for its patrons and staff. To assist Library staff in providing surveillance within the Library and on Library grounds, video cameras will be placed at select locations. Cameras will be used to observe and record images of activities of persons in the Library and on Library grounds.

Signage shall be conspicuously displayed within the Library and on Library grounds advising of the recording of video images. Viewing of activity, whether in real time or digitally recorded images, shall be limited to activities that are specific to Library operations: that may affect the safety and security of Library patrons and staff, and that provide protection of Library assets and property.

### **Privacy and Confidentiality:**

- a) Camera locations shall be determined by the Library Director.
- b) Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as within restrooms.
- c) To the extent that any real time or digitally recorded images include identifiable patrons, such images shall be treated as confidential to the extent protected by law.
- d) Only Trustees and designated Library staff may view real time or digitally recorded images.
- e) Any inadvertent viewing of confidential information shall be kept confidential by the Library staff.

### **Monitoring:**

Cameras will not be monitored at all times but may be viewed in real time during times of reported activity or during random times as determined by the Library Director.

The Board of Trustees authorizes the Library Director to designate Library staff members authorized to view images on all cameras in real time or as digitally recorded images

### **Storage:**

Cameras will record images in real time which will be digitally recorded onto electronic storage media

Digitally recorded images shall be retained for a period of not less than thirty (30) days after which they will be automatically deleted absent a need to maintain the recording beyond thirty days.

### **Access to Images:**

- a) All requests to view real time or digitally recorded images must be presented to the Library Director.
- b) Law enforcement officials may view real time and digitally recorded images upon presentation of a valid court order except that the Library Director has the sole discretion to permit law enforcement officials to view digitally recorded images without a court order if the Library Director reasonably believes the digitally recorded images constitute evidence or tend to demonstrate that an offense is being committed or was committed, and that in order to avoid an immediate threat to the health, safety or welfare of patrons and staff such viewing is warranted.
- c) All requests for public disclosure of digitally recorded images shall be presented in writing to the Library Director in accordance with the Freedom of Information Act.
- d) All recordings are to be considered the sole property of the Library.
- e) Release of recordings shall be made only as permissible pursuant to applicable law.

Approved February 21, 2018