

# **Suffern Free Library Video Surveillance Policy**

*Approved by Suffern Free Library Board of Trustees on December 20, 2022*

*This policy supersedes all prior policies and practices relative to this subject.*

The Suffern Free Library (SFL) endeavors to provide an atmosphere that is safe and conducive to using library materials, equipment and services without library users or employees being disturbed, impeded, endangered or threatened.

Recording devices may be used by SFL to enhance the safety and security of library users, employees, assets and property and to assist in enforcement of library policies.

## **Image Recording Devices**

SFL uses image recording devices, including but not limited to closed circuit television (CCTV), still or video cameras, digital recorders, webcams, and personal communication devices. Video recordings do not include audio.

Devices may be used any place on library property, including but not limited to parking lots, building entrances, hallways, public areas, employee work areas, service desks, areas prone to theft or misconduct and/or areas where money is stored or handled. Employees and patrons should not expect privacy in these areas. Surveillance will not be utilized in areas where employees and library users have a reasonable expectation of privacy, such as restrooms.

Signage will be posted at the Library entrance, and may be posted in other locations in the Library, to notify the public that security cameras are in use for monitoring and recording within the Library building.

Image recording devices are not continuously monitored, but are recorded on a 24-hour basis. SFL is not responsible for loss of personal property.

## **Use and Disclosure of Video Records**

Video data is recorded and stored digitally. The normal retention period for recordings is a minimum of 30 days up to the capacity of the memory of the system (approximately 90 days) then automatically erased by recording over unless required for evidentiary or other documented uses which justify longer storage. Any decision to retain recorded footage past the 90-day time period will be specifically documented and subsequently reviewed by the Director or Trustees. Video records of incidents can be retained and reviewed as long as considered necessary by the Director or Trustees.

Monitoring and recording equipment is located in a restricted access, secure staff area. Physical access to the video equipment and recorded data, as well as password protection, is restricted to those designated by the Library Director. Typically, images will not be routinely monitored in real time, nor reviewed by Library staff, unless specifically authorized by the Library Director or Trustees. The system may be monitored from time to time to ensure that it is operating and records are being stored properly.

Only the Director or Trustees shall be authorized to release any video record. Release by the Director shall be reported to the Trustees, including the reasons therefor.

Video records may be viewed by Library employees, when deemed appropriate by the Director, to identify person(s) suspended from Library property and otherwise to maintain a safe, secure and appropriate environment, or investigate the Library Code of Conduct.

### **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 video record and/or a potential privacy breach has a responsibility to ensure that the Director or a Trustee is immediately informed of the breach.