

Surveillance Camera Policy

Adopted by the Board of Trustees, October 18, 2023

The Library utilizes a video monitoring system to enhance the physical security of the Library facility, staff, and patrons. The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded digital video images at the Hicksville Public Library.

A sign is posted at the Library entrance informing the public that security cameras are in use. Reasonable efforts are made to safeguard the privacy of library patrons and employees. The video security cameras are 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. Camera locations shall not be changed or added without permission of the Director.

Cameras may be installed in locations where staff and customers would not have an expectation of privacy such as common areas, entrances, service desks, public seating, and library grounds. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms.

Only the Director or their designee is authorized to access the recorded digital video images in pursuit of incidents of criminal activity or violation of the Library's Proper Conduct Policy. The Director may authorize select staff members to access this equipment on a limited basis. Improper use of digital video and images can result in discipline up to and including termination.

Video recordings and images obtained through the video monitoring system will be released only in response to search warrants, court orders, requests by law enforcement for an active investigation or as otherwise required by law. Confidentiality and privacy issues prohibit the general public from viewing

security camera footage that contains patron information. If the library receives a request from the general public to inspect security camera footage, the general public will be advised to file a police complaint.

Recorded video and images will typically be retained for a period determined by the storage capacity of the equipment; however, video recordings of incidents may be retained and reviewed as long as considered necessary by the Library Director.