



Lyons Public Library

Security Camera and Recording Policy

To achieve the desired balance in user privacy assurance and on-site security, any use of security cameras and of records generated by such cameras ("Security Recordings") in the Library will follow the below provisions.

Limited Use

Cameras will generally be used to monitor the areas noted on the floor plan or survey (attached).

Cameras will never be used to monitor bathrooms.

Cameras will be set up so they do not record the content of media accessed by patrons.

Notice

In all areas subject to security camera recording, the Library will post a sign indicating that the area is monitored by security cameras.

Patron Records

Security Recordings showing people are considered to be patron records and the Library will not release such recordings to third parties without a court order or subpoena.

Viewing and Use of Security Recordings by the Library

The Library will use Security Recordings to address general and specific security needs, including but not limited to:

- Assessing safety concerns
- Addressing Code of Conduct-related incidents
- Assessing operational and facility needs

When footage must be reviewed by the Library, such review must be authorized by either the Library Director or by a resolution of the Library's Board of Trustees.

When a Security Recording must be retained past one month, for any reason, the basis and plan for the retention must be authorized either by the Library Director or by a resolution of the Library's Board of Trustees.

FOIL Requests

Request for Security Recordings generated at a particular date and time shall be evaluated by the Library per its FOIL policy.

In keeping with the applicable laws, Security Recordings featuring Library users shall not be made available in response to FOIL requests.

Warrants, Subpoenas, Litigation Holds

Requests to disclose copies of or to retain Security Recordings per a warrant, duly issued subpoena, or litigation hold demand will be evaluated by the Library Director or designee with advice of legal counsel as needed.

Retention & Data Security

The Library retains Security Recordings for a period of thirty (30) days, unless a specific segment is required to be retained for operational purposes, in which case, such segment is retained for three (3) years as required by the Retention and Disposition Schedule for New York Local Government Records.

The Library may also identify certain footage it decides is worthy of being retained in permanent archives.

Budget and Capacity

The board shall no less than annually review of the budget and operational capacity needed to assure that the retention, disposal, and security of Security Recordings may remain as required by this policy.

Adopted: September 17, 2024