



## Security Camera and Recording Policy

### Purpose

To enhance security for staff, patrons, facilities, and collections by using video surveillance in public areas.

### Notice

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

### Camera Placement

Cameras are installed only in areas where there's no reasonable expectation of privacy (e.g., entrances, stacks, public meeting rooms, and computers).

Restrooms, private offices, and checkout desks are exempt from security camera recording.

### Access & Confidentiality

Security Recordings showing people are considered to be patron records under Civil Practice Law § 4509 and the Library will not release such recordings to third parties without a court order or subpoena.

- Access is restricted to the Library Director, designated staff (e.g., IT, Head of Facilities), and legal counsel.
- Footage displaying patrons is protected as confidential under CPLR § 4509 and treated as part of library user records.
- No public or media access without a valid subpoena, warrant, court order, or in exigent circumstances.

### Data Security

Recordings are stored securely on restricted servers or DVR systems and accessible only by authorized personnel. All access is logged.

### Viewing and Use of Security Recordings by the Library

- Reviewed only for **security incidents, policy violations, emergencies**, or when legally mandated.
- May be shared with law enforcement **only** under proper legal request or internal authorization.

### 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

- Recordings are retained for **up to 14 days** or until system capacity is reached, whichever comes first.
- The oldest footage is automatically overwritten after 14 days.
- Any footage needed for investigations, litigation, or law enforcement can be retained longer, as authorized by the Library Director, typically for up to 3 years.

### 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*

*Revised: June 24, 2025*