



## Marcellus Free Library

<b>Policy Name:</b>	<b>Use of Security Cameras</b>		
<b>Section #:</b>		<b>Section Title:</b>	<b>Public Spaces</b>
<b>Adopted:</b>	11/7/2019	<b>Reviewed:</b>	

### 1. **Policy Statement:**

The Marcellus Free Library strives to maintain a safe and secure environment for its staff and patrons. The use of security cameras helps to protect the Library's staff, patrons, and property against harm, theft, or vandalism and can assist in identifying persons breaking the law or the patron code of conduct

### 2. **The Policy:**

In recognition of this objective, all entrances, exits, and selected public areas of the Library premises are equipped with video cameras that are recording at all times. Signage is posted at the Library entrances stating that the Library has video surveillance cameras in use.

The Library's video security system shall be used only for the protection and safety of patrons, employees, assets, and property. No audio will be recorded. Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Security cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy, such as restrooms and employee break areas.

Images from the library's security cameras are stored digitally on hardware in the library. It is the intention of the library to maintain images for a minimum of 14 days or until system capacity is reached, then the oldest recordings are automatically deleted to make room for new recordings.

Typically, the images are not reviewed. If an incident comes to the attention of the library director or security staff, the retained images can be reviewed and saved for as long as necessary.

Video recordings and photos obtained through the video monitoring system will be released as necessary and in accordance with applicable



laws, such as in response to search warrants, court orders, requests by the police for an active investigation, or to forestall the imminent escape of a suspect or destruction of evidence

Although recorded information from security cameras will be retained for a minimum of 14 days, if an incident occurs that requires holding the recording longer, the Library will do so. In the event of a reported or observed incident, the recorded information may be used to assist in the investigation of the incident. The Library will maintain control of and responsibility for the video security surveillance equipment at all times.