

## **NYACK LIBRARY VIDEO SURVEILLANCE SYSTEMS POLICY**

Nyack Library seeks to provide security protection for its patrons, staff and property by deploying video camera technology in the interior and exterior of library facilities and property. The video cameras are installed at strategic points in both the interior and exterior of the buildings to capture a broad view of building entrances and exits as well as key public usage areas such as Service Desks. The system is intended to be used by authorized Library Administration and Security staff to verify the time and people involved in incidents such as Code of Conduct violations, trespassing, theft, violent activity, building defacement and other acts of vandalism occurring on Library property. The Library Director may authorize access to video recordings in order to review and assess reports of workplace safety violations, or reports of violations of Library policies.

### Guiding Principles

1. Access to the data files recorded through video surveillance system is limited to staff authorized by the Library Director such as staff designated as “Person-in-Charge” or Security personnel.
2. Authorized staff will be trained annually on the appropriate use of the video surveillance systems. They will sign a document indicating that they have read and agree to abide by the policies regarding the use of the video systems.
3. The Library will be transparent with the public and the staff regarding the purpose and use of video surveillance at its locations with signage and the publication of this policy through print and digital formats.
4. Cameras will be placed only in public areas where people do not have a reasonable expectation of privacy to capture violations of Library Code of Conduct, and/or criminal activities. Camera locations may include parking lots, entrances, public corridors and library usage areas including book stacks, public computer areas, service desks and program rooms.
5. Cameras will not be placed in areas where people have a reasonable expectation of privacy such as restrooms or private offices.
6. Video recording will not be used for the purpose of routine staff performance monitoring or evaluation.
7. When an incident or a report of activity prompts the need to review video files, authorized staff will limit their examination of files to those specifically related to the incident. The examination may include the review of various interior and exterior cameras to capture the movement of individuals involved in the incident.
8. Authorized staff shall capture, save and share only through encrypted email distribution with Library staff both still and video images related to incidents for the purpose of identifying people responsible for Library policy violations, safety issues or the disruption of library operations.

9. Video data recorded through the camera systems will be retained for no more than 30 days.
10. Video images related to incidents will be archived. Individual images should be included with the Incident Report documenting the specific event. The Incident Reports will be retained for a period of 6 (six) years in both digital and print formats. Library policies governing patron privacy and confidentiality will be enforced with regards to the use of archived still image and video data files.
11. The Library Director may share access to review video recordings with law enforcement when related to a crime investigation such as a theft, drug trafficking, assault or traffic accident.
12. Members of the public, including insurance investigators and attorneys, who wish to review video surveillance data files related to an incident involving a criminal act, accident or altercation with Library Staff or Library users may make a request to the Library Director. The decision to release library records will be made in accordance with legal requirements.
13. The video surveillance system management and monitoring equipment and components will be located in staff-access only areas of the library. The computer technology associated with the system will be maintained in accordance with current Information Security practices and will be secured from outside intrusion and misuse.
14. The use of video surveillance will not eliminate the potential for criminal activity or accidents. The Nyack Library is not responsible for loss of property or personal injury, and the public and staff should take action to safeguard themselves and their possessions while using Library facilities.

**Approved: 3/15/2021**