

ELWOOD PUBLIC LIBRARY

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SURVEILLANCE CAMERA POLICY

The Elwood Public Library strives to take reasonable precautions to assure a safe and secure environment for its staff and patrons. Because the library staff is unable to provide direct supervision over all areas of the library and library grounds, surveillance cameras have been placed at selected locations. Surveillance cameras are positioned to monitor security-sensitive areas including building entrances and exits, and high-traffic areas within and outside the buildings. Surveillance cameras are also positioned to monitor areas where specialized and/or costly equipment is installed or stored.

Cameras are installed in locations where staff and patrons would not have a reasonable expectation of privacy such as entrances, seating areas, circulation, information desk areas and the parking lot. The goal of the camera installation program is to provide for safety and security of staff, patrons and library assets.

Real time images will be viewable from the Director's office. Recorded image downloading will be available from the Library Director or designee. Cameras will not be monitored at all times, but may be viewed at random times. Where real time or recorded images include identifiable persons requesting information or checking out items, such images will be treated as confidential as provided by N.Y. Civil Practice Law and Rules 4509. The Board of Trustees authorizes the Library Director to designate library staff members who are authorized to view recorded images.

A DVR unit is designed to digitally record images onto electronic storage media which will be retained for up to 21 days. Selected digital images may be saved for as long as required. Such stored digital images are considered a library record. Stored digital images may be used to provide tangible evidence as a means of identification.

All requests to view real time or recorded images by law enforcement officials must be presented to the Library Director or designee with a proper, valid court order or judicial subpoena. Requests for public disclosure of digitally recorded images must be made in writing to the Library Director or designee in accordance with the Freedom of Information Act and Open Meetings Law. All recordings are the sole property of the Elwood Public Library. Release of recordings shall be made only as permissible pursuant to applicable law.

Requests without a subpoena or court order may be honored only for emergencies and require approval by both the Library Director and one Board Member. If the Library Director is unavailable, approval by two Board Members is required.

Questions regarding the Surveillance Camera program may be directed to the Library Director.

Adopted 3/21/19