**VIDEO SURVEILLANCE POLICY**

**PURPOSE:** The Hornell Public Library strives to maintain a safe and secure environment for its patrons, staff, and property.

 **POLICY**: Section 226.10 of the New York State Education Law authorizes the Library Board of Trustees to adopt regulations to ensure the safety of all library staff and patrons, protect the library’s property, and maintain order in the library. The library’s video security system is used only for the protection and safety of patrons and employees and library assets and property.

**Patron and Employee Privacy**

 Reasonable efforts will be made to safeguard the privacy of patrons and employees. Video cameras will not be positioned in restrooms. Cameras will not be positioned in any manner to identify a person’s reading, viewing, or listening activities in the library. Images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the Director.

**Camera Placement**

Selected public areas of the library building and grounds are equipped with video cameras that detect and record all movement in those areas. Camera locations will not be changed or added without the permission of the Director. Cameras are positioned to record only those areas specified by the Director.

**Signage**

Signage will be posted at the library entrance stating: “This area is under video surveillance”.

**Access to Video Records**

Only the Director -- and employees and/or service providers designated by the Director -- will be authorized to operate the video security system.

 Access to video records shall be limited to designated employees and service providers who may only access such records during the course of their assigned duties.

 Access to stored video records is password protected.

**Use and Disclosure of Video Records**

 Video records may be used to identify the person or persons responsible for or involved in violations of the Library Use Policy and alleged illegal conduct on library premises.

Video records may be used to assist law enforcement agencies in accordance with applicable state and federal law. Only the Director is authorized to release any video record to anyone other than a designated employee, including, but not limited to, law enforcement personnel or service personnel. The Director must notify the board president of any requests for the release of video records.

 In no event – unless required by an enforceable legal process – will any video records be released to the media or other persons.

**Video Record Retention**

 Images from the library video surveillance system are stored digitally on hardware in the library. The library retains all recorded images for 60 days. Video records of incidents can be retained and reviewed as long as considered necessary by the Director.

Adopted by the Hornell Public Library Board of Trustees \_\_\_\_\_\_\_10/2024\_\_\_\_\_

 (Date)

*Garrett McGowan, President of the Board of Trustees*