



Naples Library

Video Surveillance Camera Policy

The Naples Library strives to maintain a safe and secure environment for its patrons and staff. Section 226 of the New York State Educational Law authorizes the Board of Trustees to adopt regulations to ensure the safety of all Library staff and patrons, to protect the Library's property, and to maintain order in the Library. Selected areas of the Library are equipped with video surveillance cameras for the safety and security of the building, staff, and patrons. The public is notified, on clearly worded signs that the Library is under video surveillance so that visitors have reasonable and adequate warning that the surveillance is or may be in operation.

The public will be notified, using clearly worded signs prominently displayed at the perimeter of the video surveillance areas, so that library visitors have reasonable and adequate warning that surveillance is or may be in operation before entering any area under video surveillance. Signage will be posted at the library entrance at all times, disclosing this activity. Signs posted in relevant areas read "Attention: this area is under video surveillance. All activity is recorded." A sign at the main entrance reads "The Naples Library uses video surveillance equipment to gather information that may be used to prosecute, or investigate instances of theft, vandalism, or public endangerment.

SECURITY CAMERA LOCATIONS

The Library understands that privacy is important to patrons and staff. This policy is in force to deter public endangerment, vandalism, theft, and mischief, and to identify those individuals involved in such activity for law enforcement purposes, while adhering to the Protection of Privacy Act and the Freedom of Information Act.

Reasonable efforts are made to safeguard the privacy of customers and employees. Cameras are positioned to record high traffic areas, and will complement other measures to maintain a safe and secure environment in compliance with Library policies. Camera locations will not be changed or added without permission of the Director/Manager. Cameras will not be installed in locations where staff and patrons would have a reasonable expectation of privacy, such as restrooms; nor are they positioned to identify a person's reading, viewing, or listening activities in the Library.

ACCESS TO DIGITAL IMAGES/RECORDINGS

Live camera footage will not be available to the public for viewing at any time. Library staff and the Board of Trustees have access to live footage and digital recordings. Only the Director/Manager has access to the administrative settings of the digital video recorder and playback systems.

Live footage will only be viewed in cases where Library staff cannot actively monitor the area(s) being recorded. Recordings are viewed only to investigate pre-defined occurrences. Staff must complete an Incident Report for any occurrences requiring viewing of recorded footage. The form may be completed at the behest of a patron.

Violations of these policies and rules by Library employees are subject to discipline, up to and including termination.

DISCLOSURE OF DIGITAL IMAGES/RECORDINGS

Video records and still photographs may be used to identify a person(s) responsible for policy violations, criminal activity on library property, or actions considered disruptive to normal operations.

Video records may be used to assist law enforcement agencies in accordance with applicable state and federal law upon receipt of an enforceable legal process.

Recordings are reviewed by two Library staff to determine if the incident is administrative or police reportable. If the incident is determined to be police reportable, the Director/Manager or his/her designee will make the report and release any video recording to law enforcement. If the Director/Manager is involved in an incident, the Board President may access the digital recordings and release the recording to law enforcement. In no event unless required by an enforceable legal process, shall any video records be released to the media, patrons, or other persons.

RETENTION OF DIGITAL IMAGES/RECORDINGS

The retention period for recordings is based on the storage space available on the system's hard drive. Recordings required for evidence are saved to a secure file, stored in a secure environment, and destroyed in accordance with the Library's Record Retention and Removal Policy.

This policy may be amended by the Naples Library Board of Trustees at any time.

Adopted by the Naples Library Board of Trustees on February 20, 2016.