

Ossining Public Library

SECURITY CAMERA POLICY

Security cameras are used where deemed beneficial to provide peace of mind to library users and staff by discouraging violations of the Ossining Public Library's (OPL) rules of conduct, to assist library staff in preventing and following up on rules of conduct violations, and, when necessary, to provide law enforcement assistance in prosecuting criminal activity.

OPL values patron privacy and is committed to maintaining appropriate confidentiality of its patrons while protecting the public through cooperation with law enforcement when life is at risk. This policy should be interpreted with the understanding that the image of a person on library property is not protected, but anything that would identify the content of a library user's account is protected and held private.

- Security cameras may be placed in both indoor and outdoor areas where designated library staff may regularly or randomly monitor activity. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as restrooms. The length of storage for images and footage is determined by the camera system.
- Designated staff may have access to monitors, apps, or software that allow them to view or record footage from the cameras. Staff access to footage in pursuit of documented incidents of criminal activity or violation of the library's rules of conduct is restricted to designated staff as determined by the Library Director. The library attorney may have access to recordings or still images from the security cameras in cases where this is necessary.
- Patron access to video footage is not allowed. Staff will refer all requests for footage or still images to the Library Director or Assistant Library Director.
- OPL is not responsible for lost, stolen, or damaged patron property and will not review footage at the request of a patron to investigate such theft or damage. Patrons are encouraged to report such incidents to the Ossining Police Department.
- Police access to video footage is allowed when, pursuant to a subpoena, court order, or when otherwise required by law and in exigent situations. Exigent circumstances apply if anyone is in immediate physical danger on or off library property. In such situations, law enforcement will be provided immediate access to security video footage without a subpoena in order to create a safe environment for library staff, library patrons, and the public.
- Only designated staff are permitted to make or distribute copies of video or still footage.

SECURITY CAMERA POLICY

- In situations involving banned patrons, stored still images may be shared with staff library-wide. Shared images may remain posted in restricted staff areas for the duration of the banning period. After the banning period ends, these images will be archived in the administrative offices for 5 years.

Second Reading and Approval by the Board of Trustees, June 15, 2020