

Security Camera Policy

Purpose

The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded images.

Use of Cameras

The Cold Spring Harbor Library uses surveillance cameras to help provide for the safety and security of library patrons, staff, and property. The primary use of the security cameras is to discourage inappropriate and illegal behavior and, when necessary, recorded images from the Library's cameras will be used to provide assistance to law enforcement officials for the purpose of investigating accidents or criminal activity.

Law Enforcement Requests for the Release of Recordings

All requests for security camera recordings by law enforcement will be referred to the Library Director. Recorded images will only be released if a court-ordered subpoena or search warrant is produced.

Staff or Public Requests to View Recordings

Confidentiality and privacy issues prohibit members of the staff or general public from viewing the Library's security camera recordings, unless there is a court-ordered subpoena or search warrant. However, the Board of Trustees, the Director, Assistant Director, and Building and Grounds Manager will have access to the Library's security camera recordings.

Installation Locations

Cameras are installed in selected interior and exterior locations where library patrons and staff should not have an expectation of privacy. Examples include common areas of the Library such as entrances, book and audio-visual collections, reference and circulation desks, public seating, lobbies, and Library grounds. Cameras will not be installed in areas where members of the public and staff would possess an expectation of privacy, such as restrooms.

Signage

Signage is posted at entrances to the Library informing the public and staff that security cameras are in use.

Approved March 2, 2020