



## Surveillance Camera Policy

The Geneva Public Library (“the 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 (“the Board”) 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, employees, volunteers, and patrons.

### 1. 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 [Freedom of Information Act](#).

Reasonable efforts are made to safeguard the privacy of Library patrons and staff. Cameras are positioned to record high traffic areas and areas with a pattern of security incidents, 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 Executive Director. 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 intentionally identify a person’s reading, viewing, or listening activities in the Library.

#### 1.1 Disclosure of Surveillance

The public is notified via signage throughout the building and grounds that the Library is under video surveillance.

### 2. Access to Digital Images / Recordings

Live camera footage will not be available to the public for viewing at any time. Library staff have access to live footage and digital recordings.

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.

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

### **3. Use of Digital Images / Recordings**

Video recordings and still photographs may be used to identify 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 Library staff to determine if the incident is administrative or police reportable. If the incident is determined to be police reportable, the Executive Director or their designee will make the report and release any video recording to law enforcement. If the Executive Director 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, the public, or other persons.

#### **3.1 Employee Performance**

The Executive Director, supervisors, and the Board reserve the right to view video footage when there are concerns about an employee's job performance. No other employee is allowed to review camera footage for the purpose of evaluating staff job performance. Employees who have concerns about a co-worker's job performance must bring those concerns to the Executive Director, a supervisor, or the Board President.

### **4. Retention of Digital Images/Recordings**

The retention period for recordings varies 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](#).

**Adopted by the Board of Trustees:** June 29, 2011

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