



## **Security Cameras Surveillance Policy**

The Lindenhurst Memorial Library strives to take reasonable precautions to assure a safe and secure environment, and utilizes security cameras in select locations. Cameras are positioned to monitor security-sensitive areas, including building entrances and exits, and high-traffic areas within and outside the buildings. Cameras are in locations where staff and patrons would not have a reasonable expectation of privacy, such as seating areas, customer service and information desk areas, the parking lot, and public meeting rooms.

Cameras may be viewed at random times as deemed necessary. Where real time or recorded images include identifiable persons requesting information or checking out items, such images will be treated as confidential as provided by New York Civil Practice Law and Rules 4509. The Board of Trustees authorizes the Library Director to designate staff members who are authorized to view recorded images.

A DVR unit is designed to digitally record images onto electronic storage media which is retained for up to 30 days. Selected digital images may be saved for as long as required. Such stored digital images are considered a library record. Stored digital images may be used to provide tangible evidence as a means of identification.

All requests to view real time or recorded images by law enforcement officials must be presented to the Library Director or designee with a proper, valid court order or judicial subpoena. The Library Director has the sole discretion to permit law enforcement officials to view digitally recorded images without a court order if the Director reasonably believes the recorded images demonstrate that an offense is being committed or was committed, and that such viewing is warranted to avoid an immediate threat to the health, safety or welfare of staff and patrons.

Requests for public disclosure of digitally recorded images must be made in writing to the Library Director or designee in accordance with the Freedom of Information Act and Open Meetings Law.

All recordings are the sole property of the Lindenhurst Memorial Library. Release of recordings shall be made only as permissible pursuant to applicable law. Requests without a subpoena or court order may be honored only for emergencies and require approval by both the Library Director and an officer of the Board.