

Security Camera and Video Footage Policy

The West Nyack Free Library uses security cameras to discourage violations of the library's rules of conduct and to provide law enforcement assistance in prosecuting criminal activity.

Reasonable efforts are made to safeguard the privacy of Library patrons and staff. Cameras are positioned to record both indoor and outdoor 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. Cameras will not be installed in locations where staff and patrons would have a reasonable expectation of privacy, such as restrooms; nor will they be positioned to identify a person's reading, viewing, or listening activities in the library.

Security cameras are not constantly monitored. Individuals should take appropriate precautions to safeguard their safety and personal property. The West Nyack Free Library is not responsible for loss of property or personal injury.

Video recordings may be utilized by authorized library staff members to identify those responsible for library policy violations and/or criminal activity on library property.

Video footage may be made available to law enforcement for the purposes of enforcing library policy or investigating a suspected crime. All law enforcement requests should be made to the Director for evaluation under this policy and applicable law.

Confidentiality/privacy issues prohibit the general public from viewing camera footage. If the library receives a request from a member of the general public to inspect security camera footage, the individual will be advised that the footage will only be made available upon proper law enforcement request or the issuance of a proper subpoena. In no event, unless required by an enforceable legal process, shall any video records be released to the media, patrons, or other persons.

Retention: Approximately two weeks

In all other respects, recorded data will be accorded the same level of confidentiality and protection provided to library users by New York State law, West Nyack Free Library policies, and the American Library Association policies on confidentiality and privacy.

Approved by the West Nyack Free Library Board of Trustees, March 9, 2020