



SECURITY CAMERAS POLICY

MOFFAT LIBRARY OF WASHINGTONVILLE

Policy Statement:

Moffat Library of Washingtonville ("The Library") uses security cameras as a tool to fulfill its responsibility to protect its resources and property, to ensure its *Rules of Behavior for Use of Library Facilities Policy* and internal library workplace rules are followed and to deter criminal activity.

This *Security Cameras Policy ("The Policy")* outlines the use of security cameras on Library premises.

Purpose & Scope:

The purpose and scope of this Policy is to establish guidelines for the installation, operation, and use of security cameras within the interior and exterior areas of the Library buildings and grounds.

Guidelines:

1) Safety:

- a) Security cameras are not a substitute for the appropriate precautions Library staff, patrons and the public should take for their own safety and security of their personal property. The Library makes no claims that security cameras provide or enhance the safety or security of any person(s) entering upon the Library grounds or premises.

2) Camera Placement:

- a) Security cameras will be strategically placed in areas the Library has determined to be best suited to enhance the security and protection of Library property.

3) Camera Use:

- a) Recorded footage is the sole property of the Library for its own use and may be used for any other legal purpose.
- b) The incidental recording of individuals engaging in legal activities such as reading identifiable materials or using identifiable resources, will not be used by the Library without the explicit consent of those individuals.
- c) Conversations or other audible content is not currently monitored or recorded by security cameras.
- d) Staff at public service desks will only have access to security cameras to monitor real time patron behavior and occupancy of select areas of the Library. The Library Director, Library supervisors, and IT staff will have access to recorded footage.
- e) Still, printed images of banned patrons may be posted in restricted staff areas for the duration of the banning period.

4) Data Retention:

- a) Downloading or retention of recorded footage may only be conducted with the permission of the Library Director.
- b) The retention period will be determined by the Library and/or when storage capacity is reached. Information on the retention period is available from the staff.
- c) Retained footage will be deleted when it is no longer needed for security or legal purposes.

5) Public Notice:

- a) Appropriate signage will be posted to alert all entering the Library to the presence of security cameras.
- b) This Policy will be posted on the Library's website.

6) Access Control:

- a) Access to recorded footage and camera systems will be restricted to authorized Library personnel and to law enforcement agencies as permitted by law.
- b) Footage that reveals confidential information of identifiable individuals, as defined by Section 4509 of the State of New York Civil Practice Laws & Rules, will not be released to law enforcement without a court order.
- c) Patron access to recorded footage is prohibited.

7) Privacy:

- a) Cameras will not monitor or record spaces where there is a reasonable expectation of privacy, such as restrooms.

8) Compliance:

- a) The Library will comply with all applicable federal, state, local laws and regulations regarding the use of security cameras and the handling of recorded footage.

*Approved by the Board of Trustees
Of the Moffat Library of Washingtonville
November 6, 2025*

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