

Video Surveillance Policy

The Woodward Memorial Library strives to maintain a safe and secure environment for its patrons and staff. Section 226 of the New York State Education Law authorizes the Woodward Memorial Library Board of Trustees to adopt regulations to insure the safety of all Library staff and patrons, protect the Library's property, and maintain order in the Library.

To this end the Board has purchased and installed video surveillance equipment for security, deterrence and identification, and has established policies regarding patron behavior.

CAMERA LOCATIONS

Selected public areas of the Library are equipped with video cameras that detect and record all movement in those areas. Signage will be posted at the Library entrances providing notice to patrons that video surveillance is in use. Images may be used only for purposes set out in the policy.

ACCESS TO VIDEO RECORDS

Only the Director and other authorized employees, designated by the Director, shall be authorized to operate the video security system. Access to video records shall be limited to the Director and authorized employees, who will only access records during the course of their assigned duties.

USE AND DISCLOSURE OF VIDEO RECORDS

1. Video records may be used to identify the person or persons responsible for or involved in violations of Library policies, practices and procedures, alleged illegal conduct on Library premises or actions considered disruptive to normal Library operations or damaging or harmful to the provision of Library Services.
2. 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. Video records may be viewed by authorized employees when appropriate or, upon approval by the Director, to identify person(s) suspended from Library property and otherwise to maintain a safe, secure and appropriate environment.
3. Only the Director reserves the right to disclose surveillance camera images to law enforcement personnel voluntarily or upon request and only in accordance with the policies and conditions listed above. In no event – unless required by an enforceable legal process – shall any such records be released to the media, to patrons, or to other persons.

Approved by Board of Trustees 10/11/17

Reviewed 10/22