

DEER PARK PUBLIC LIBRARY  
44 LAKE AVENUE, DEER PARK, NY 11729  
(631) 586-3000

**SECURITY CAMERA POLICY**

The Deer Park Public Library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Because Library staff is unable to provide direct supervision over all areas within the Library and Library grounds, video surveillance cameras have been placed at selected locations in order to observe and record images of activities of persons in the Library and on Library grounds. This aforementioned surveillance system does not have an audio component.

Viewing of activity, whether in real time or digitally recorded images, shall be limited to activities that are specific to Library operations, may affect the safety and security of Library patrons and staff, and provide protections of Library assets or property.

Privacy and Confidentiality:

- Camera placement shall be determined by Library Director or designee
- Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as within restrooms or staff rooms
- To the extent that any real time or digitally recorded images include identifiable persons requesting information or checking out an item, such images shall be treated as confidential
- Only Trustees and designated Library staff may view real time images or digitally recorded images
- Any inadvertent viewing of confidential information shall be held in confidence by the Library staff

Public Notice:

- Signage shall be displayed within the Library advising of the recording of video images

Monitoring:

- Cameras will not be monitored at all times but may be viewed in real time during times of reported activity or during random times as determined by the Library Director or designee
- The Board of Trustees authorizes the Library Director to designate Library staff members who are authorized to view images on all cameras in real time or as digitally recorded images

Storage:

- Cameras will record images in real time which will be digitally recorded onto electronic storage media
- Length of time recorded images are retained varies based on the storage capacity of the system hard drive.

Access to Images:

- All requests to view real time or digitally recorded images by law enforcement officials must be presented to the Library Director or designee
- Law enforcement officials may view digitally recorded images upon presentation of a valid court order except that the Library Director or designee has the sole discretion to permit law enforcement officials to view digitally recorded images without a court order if the Library Director or designee reasonably believes the digitally recorded images constitute evidence or tend to demonstrate that an offense was committed
- All requests for public disclosure of digitally recorded images shall be presented in writing to the Library Director or designee in accordance with the Freedom of Information Act. The Library Director or designee shall follow the procedures established in accordance with the Freedom of Information Law
- All recordings are the sole property of the Library
- Release of recordings shall be made only as permissible pursuant to applicable law

Approved by Board of Trustees April 27, 2011  
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