

**AMITYVILLE PUBLIC LIBRARY**  
**Surveillance Camera Policy**

The Amityville Public Library strives to take reasonable precautions to assure a safe and secure environment for the community it serves. The goal of the camera installation program is to provide for the safety and security of the patrons, staff and library assets.

Since the library staff is unable to provide direct supervision over all areas of the library and library grounds, surveillance cameras have been placed at selected locations. Cameras will be used to supplement security precautions, discourage violations of the library's Maintenance of Public Order, to assist library staff in preventing the recurrence of violations and when necessary, to provide law enforcement assistance in prosecuting criminal activity.

Cameras are installed in locations where staff and patrons would not have a reasonable expectation of privacy such as entrances, seating areas, circulation and reference desk areas, the community room and the parking lot.

Signage will be displayed indicating the recording of images.

Real time images will be viewable from the adult reference desk, the children's reference desk, the business office, and the Library Director's office. Recorded image downloading, and printing will be available from the Library Director. The Library Director will be able to gain access to the camera system from home to aid in determining suitability to open, i.e. to see if the parking lot is sufficiently snow plowed to open.

Cameras will not be monitored at all times but may be viewed randomly. When 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 State Law 4509. The Board of Trustees authorizes the Library Director to designate library staff members who are allowed to view recorded images.

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 mean of identification.

All requests to view real time or recorded images by law enforcement officials must be presented to the Library Director with a proper, valid court order/subpoena, etc. Requests for public disclosure of digitally recorded images must be made in writing to the Library Director in accordance with the Freedom of Information Act and the library's Library Record Policy. All recordings are the sole property of the Amityville Public Library. Release of recordings shall be made only as permissible pursuant to applicable law.

Questions regarding the surveillance camera program may be directed to the Library Director.

Adopted January 18, 2018

