

## Argyle Free Library : Security Camera Policy

The Argyle Free Library uses security cameras to enhance the physical security of the library staff, patrons and facilities. The purpose of this policy is to establish the guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded digital video images as the Library cameras do not record audio.

### REGULATIONS

A sign is posted at the Library entrance informing the public that security cameras are in use. Camera placement shall be determined by the Library Director or his/her designee. Reasonable efforts are made to safeguard the privacy of library patrons and employees.

Cameras are not positioned to identify a person's reading, viewing, or listening activities. However, to the extent that any recorded images include identifiable persons requesting information or checking out an item, such record shall be treated as confidential, to the extent permissible by law, and under the confidentiality and privacy policies of the Library. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as the restroom.

Only the Director or their designee is authorized to access the recorded digital video images in pursuit of incidents of criminal activity or violation of the Library's Behavior Policy. Cameras are not monitored continuously. Library staff and members of the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury.

Video recordings and images obtained through the video monitoring system will be released only in response to search warrants, court orders, requests by law enforcement for an active investigation or as otherwise required by law. Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains patron information. If the library receives a request from the general public to inspect security camera footage, the general public will be advised to file a police complaint.

Recorded video and images will typically be retained for a period determined by the storage capacity of the equipment; however, video recordings of incidents may be retained and reviewed as long as considered necessary by the Library Director.