

Warner Library

Digital Video Surveillance Policy

The library employs video security cameras to ensure the physical security of the library facility, patrons and staff. A sign is posted at the two entrances to the library informing the public that security cameras are in use.

The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded digital video images at the Warner Library.

Security Camera Locations

Reasonable efforts are made to safeguard the privacy of library patrons and employees. The video cameras are positioned to record only those areas approved by the Board of Trustees of the Library. Any additional cameras or changes in location of the cameras must be approved by the Board of Trustees. Examples of camera locations are entrances, parking lots and some public seating areas. Cameras will not be installed in areas where patrons and staff have a reasonable expectation of privacy, such as restrooms; nor are they positioned to identify a person's reading, viewing or listening activities in the library.

Access to Digital Images

Recorded digital video images may contain personally identifiable information about an individual who has used any library service or borrowed any library materials ("patron information") and will be accorded the same level of confidentiality and protection provided to library users as the Warner Library Confidentiality Policy.

Typically, images will not be monitored in real time unless specifically authorized by the Library Director.

Only the Director, Staff Assistant or the Village of Tarrytown Police Department are authorized to access the recorded digital images in pursuit of incidents of criminal activity or violation of the Library Code of Conduct. Other staff members may be given access to this equipment on a limited basis.

Occasional spot checks of the recorded data will be made by the Staff Assistant or Tarrytown Police Department to assure proper operation of the system and to review access procedures. The frequency of viewing and the amount of video reviewed at one time will be limited to the minimum needed to give assurance that the system is working.

Use/Disclosure of Video Records

Video records may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations.

General Public Requesting Access to Security Camera Footage

In emergency circumstances, such as a missing child or older adult, authorized library staff may review the footage with relatives or caregivers to assist in locating the missing person.

Otherwise, confidentiality/privacy issues prohibit the general public from viewing the security camera footage. If a member of the general public wishes to obtain a copy of video footage, a Freedom of Information Act Request should be made at the Village Clerk's Office of the Village of Tarrytown who will fulfill that request in compliance with the New York State Freedom of Information Law.

Retention of Digital Images

The library digital recording equipment retains two weeks of video images before they are erased to create space for new images. No images are retained unless they are the subject of an ongoing investigation of criminal activity or violation of the library's code of conduct.

Approved by the Warner Library Board of Trustees February 19, 2015