

Richfield Springs Public Library
Security Camera Policy

The video security system shall be used for the protection and safety of the patrons, employees, assets, and property. Video records may be used to identify the person or persons responsible for Richfield Springs Public Library policy violations, criminal activity, and/or actions considered disruptive to normal library operations.

Areas for surveillance include the library entrance and Memorial Room. Signage shall be posted at the library entrance at all times disclosing this activity. Cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy, such as restrooms and employee break rooms.

Only the Manager or an employee authorized by them shall be allowed to handle or view video records. However, video records may be shared with library staff when appropriate or in order to identify person(s) suspended from Richfield Springs Public Library, suspected of misconduct, and to maintain a safe, secure, and policy-compliant environment.

Recordings and photos obtained through the video surveillance system shall only be released at the Manager's discretion in order to identify the person or persons responsible for Richfield Springs Public Library policy violations, criminal activity, actions considered disruptive to normal library operations and/or when public safety is at risk. The Manager will also release footage when legally required to do so. The Manager will notify the Board of Trustees whenever footage is released.

This policy does not imply or guarantee that any or all cameras will record or monitor in real time 24 hours a day, seven days a week. Files are saved for a period of 7 days.

Approved: 9/13/2022