

Jericho Public Library Security Camera Policy

Security cameras will be used where needed to discourage violations of the Library's Rules of Conduct and, when necessary, to provide law enforcement assistance in investigating criminal activity. Video records may be used by individuals authorized under this policy or law enforcement to identify the person or persons responsible for library policy violations by patrons, criminal activity, actions considered disruptive to normal library operations or violation of the Library's Rules of Conduct.

Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and ordinances.

Security cameras may be installed in selected indoor and outdoor locations where staff and patrons would not have an expectation of privacy. Cameras will not be installed in areas where prohibited by law, such as restrooms.

A sign will be posted at the Library entrances informing the public and staff that security cameras are in use.

Selected staff will have access to the real time monitors, although activity is only randomly monitored.

In pursuit of incidents of criminal activity or violation of the Library's Rules of Conduct, only the Library Director or his/her designee(s) will have access to the archived material.

Video recording and still photographs 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/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.

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. Other than the aforementioned exception, as new images are recorded, the oldest images will be automatically deleted.