Massena Public Library

Security Cameras and Recordings Policy

Purpose
The purpose of this policy is to provide guidelines for the legal and ethical use of security cameras and recordings in and around the Massena Public Library and to achieve the desired balance between user privacy assurance and on-site security of patrons, staff and Library property and facilities.

Responsibility
The Director is responsible for coordinating compliance with the Security Cameras and Recordings Policy.

Limited Use
Cameras will be used to Record on a continuous basis, public indoor and outdoor areas of the Library, including the lobby, circulation desk area, reading rooms and grounds. Cameras will be set up so that recording of the content of media accessed by patrons is minimized while ensuring sufficient coverage.

Cameras will not be installed in areas of the Library such as the public computer room, restrooms, and employee breakroom.

Security cameras do not record audio to avoid illegal eavesdropping as defined in New York State Penal Law §250.05 and to protect patron privacy. Cameras are not continuously monitored; therefore, individuals should take appropriate precautions for their own safety and security of their personal property. The Library is not responsible for the loss of property or personal injury.

As per the current (effective January 1, 2022 through December 31st, 2025) Articles of Agreement with Teamsters Local 687, Article 25 states "Cameras cannot be used for disciplinary purposes. Cameras may be used for disciplinary purposes with regards to criminal acts, sexual harassment, or violence in the workplace."

Notice
In areas subject to security camera recording, the Library will post a sign stating "Notice Video surveillance in use on these premises."

Patron Records
Security recordings showing people are considered to be patron records and the Library will not release such recordings to third parties without a court order or subpoena. Such release will be consistent with the Confidentiality of Library Records Policy.

Viewing and Use of Security Recordings by the Library

The Library will use security recordings to address general and specific security needs, including but not limited to:

- Assessing safety concerns
- Addressing Patron Conduct Policy or other policy related incidents
- Assessing operational and facility needs
- Deterring and investigating illegal activity for possible law enforcement referral
- Assessing incidents that may result in claims against the Library for civil liability

When footage must be reviewed by the Library, such review must be authorized by either the Director or by a resolution of the Library's Board of Trustees.

Freedom of Information Law Requests
In keeping with applicable laws and the Library's Confidentiality of Library Records Policy and the Public Access to Records Policy, security recordings featuring Library users shall not be made available in response to Freedom of Information Law requests.

Warrants, Subpoenas and Litigation Holds
Requests to disclose copies of or to retain security recordings per a warrant, duly issued subpoena, or litigation hold demand will be evaluated by the Director with advice of legal counsel as needed.

Retention and Data Security
Data from security cameras is recorded and stored on a digital hard drive. The Library retains security recordings until overwritten, unless a specific segment is required to be retained for operational purposes, in which case, such segment is retained for three (3) years as required by the Retention and Disposition Schedule for New York Local Government Records.

When a security recording must be retained, for any reason, the basis and plan for the retention must be authorized by either the Director or by a resolution of the Library's Board of Trustees.

The Library may also identify certain other footage it decides is worthy of being retained until the board passes a resolution to dispose of it.

Budget and Capacity
The board shall no less than annually review the budget and operational capacity needed to assure that the retention, disposal, and security of security recordings may remain as required by this policy.

This policy was adopted by the Massena Public Library Board of Trustees on May 13, 2025.