



Adopted: December 2017

Revised: September 2022

## SECURITY CAMERA POLICY

### Purpose

The Seymour Library uses security cameras to provide peace of mind to library patrons and staff by discouraging violations of the library's rules of conduct, to assist library staff in preventing the occurrence of any violations, and to provide law enforcement assistance in prosecuting criminal activity.

Security cameras are not constantly monitored. Staff and public should take appropriate precautions to safeguard their safety and private property. The Seymour Library is not responsible for loss of property or personal injury.

### Duration of Video Archive

Images will be maintained for variable lengths of time depending on the system's memory and recording length and will automatically record over previously recorded images as new images are recorded. The oldest images will be automatically deleted.

### Privacy

Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as in restrooms.

### Availability of Footage and Subpoenas

The Library will require a subpoena for the release of security camera images consistent with the requirements of Civil Practice Law and Rules 4509. The subpoena must be submitted to the Director, or in their absence, their designee. The Library may have all subpoenas reviewed by the Library's attorney prior to any action taken. Except in the case of an emergency, all requests for images must be in writing and include specific dates/times/places.

All requests for release of a security camera images to a person and/or organization not cited above will be considered on a case-by- case basis. All requests for images must be in writing and include specific dates/times/places. The Library reserves the right to decline all requests.

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