



Surveillance Camera Policy

The Geneva Public Library (“the Library”) strives to maintain a safe and secure environment for its patrons and staff. The Library’s status as a school district public library is authorized under Education Laws §§259 and 260, in addition to §226, to adopt and enforce this policy to ensure the safety of all Library staff and patrons, to protect the Library’s property, and to maintain order in the Library. Selected areas of the Library are equipped with video surveillance cameras for the safety and security of the building, employees, volunteers, and patrons.

The Library has a responsibility to protect the privacy of patrons and staff. This policy is to reduce the risk for public endangerment, vandalism, theft, and mischief, Library policy violations, and to identify individuals involved in such activity for possible corrective actions or for law enforcement purposes, while adhering to the New York Freedom of Information Law.

1. Security Camera Locations

Reasonable efforts are made to safeguard the privacy of Library patrons and staff. Cameras are positioned to record high-traffic areas and areas with a pattern of security incidents, and will complement other measures to maintain a safe and secure environment in compliance with Library policies.

Camera locations will not be changed or added without the permission of the Executive Director. Cameras will not be installed in locations where staff and patrons would have a reasonable expectation of privacy, such as restrooms; nor are they positioned to intentionally identify a person’s reading, viewing, or listening activities in the Library. Cameras do not record audio.

1.1 Disclosure of Surveillance

The public is notified via signage at all entrances that the Library is under video surveillance. Surveillance footage is treated as a library record and protected under Civil Practice Law and Rules §4509 when it could possibly identify or reasonably be linked to patron library use. As surveillance footage falls within broader patron privacy

protections, the Library's Confidentiality of Library Records Policy may need to be consulted.

2. Access to Digital Images/Recordings

Live camera footage will not be available to the public for viewing at any time. Library staff, including the Executive Director, supervisors, and those who are assigned to work the circulation desks, have access to live footage and digital recordings.

Cameras are not continuously monitored, and therefore, individuals should continue to take appropriate precautions for their safety and for the security of their personal property. Live footage will only be viewed intermittently, in situations where employees cannot actively monitor the area(s) being recorded. Recordings are viewed only to investigate pre-defined occurrences as stated in section 1. Library employees will be subject to discipline, up to and including termination for violations of this policy.

3. Use of Digital Images/Recordings

Live surveillance, still shots, or selected portions of recorded data may be used to assess the possible security risk of a specific individual or individuals, to investigate a crime or injury on library property, to consult with law enforcement officials, to investigate possible policy violations, to alert staff to banned or disruptive individuals, or to address an internal security, safety, or operational concern.

Recordings are reviewed by Library staff to determine if an incident on library property is administrative or should involve local law enforcement. If the incident is determined to require the attention of local law enforcement, the Executive Director or their designee will file an incident report and may release any video recordings to law enforcement. If the Executive Director is involved in an incident, the Board President may access the digital recordings and release the recording to law enforcement.

For all other situations not explicitly stated above, the Geneva Public Library will not share any information with law enforcement except in response to a subpoena or court order. Exceptions may be made for immediate public safety concerns. The Executive Director and the Board of Trustees President will determine whether a request from law enforcement is deemed immediate.

In no event, unless required by an enforceable legal process, shall any video records be released to the media, patrons, the public, or other persons. Members of the public must contact law enforcement prior to requesting records related to potential criminal activity.

All requests for video recordings will be reviewed under FOIL exemptions, including privacy and law enforcement exemptions.

3.1 Employee Performance

The Executive Director, supervisors, and Board reserve the right to view video footage to investigate specific incidents or allegations regarding library staff. This policy does not extend to the review of video footage for routine performance monitoring. All applicable labor laws and agreements apply. Employees who have concerns about a co-worker's job performance must bring those concerns to the Executive Director, a supervisor, or the Board President.

4. Retention of Digital Images/Recordings

The retention period for recordings is two weeks. Recordings requested for evidence are saved to a secure file, stored in a secure environment, and destroyed in accordance with the Library's Record Retention and Removal Policy.

Adopted by the Board of Trustees: June 29, 2011

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