



Northport-East Northport Public Library

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SURVEILLANCE CAMERA POLICY

The Northport-East Northport Public Library's use of surveillance cameras is just one of the measures taken to provide a safe and secure environment for staff and patrons. The equipment also assists in protecting the Northport-East Northport Public Library and its property against theft or vandalism and in identifying intruders and persons violating library policies and/or the law.

Surveillance cameras are positioned to monitor security-sensitive areas including building entrances and exits, and high-traffic areas within and outside the buildings. Surveillance cameras are also positioned to monitor areas where specialized and/or costly equipment is installed or stored. Consistent with NYS Law, surveillance cameras do not record audio.

Routinely-recorded information from the surveillance cameras is retained for no more than 21 days. Recordings of an accident, policy violation, or an unlawful activity such as incidents involving suspicion of theft, vandalism, trespass, or destruction of Northport-East Northport Public Library property may be maintained for a longer period of time, so as to complete any investigation or legal/administrative proceeding, or as required by law. In the event of an observed or reported incident, the recorded information may be used to assist in the investigation of the incident. Northport-East Northport Public Library will maintain control of and responsibility for the security surveillance equipment and its recordings at all times.

All requests for security camera footage by law enforcement will be referred to the Northport-East Northport Public Library Director. In the Director's absence, requests should be referred to the Assistant Director or the Branch Librarian. Upon presentation of a search warrant, court order, subpoena, or other demand, the Northport-East Northport Public Library will comply with the search warrant subject to consultation with legal counsel.

Nothing in this policy shall be construed to override or limit the confidentiality of library records and patron use under New York Civil Practice Law and Rules § 4509. The Library is committed to protecting the privacy and confidentiality of its patrons in accordance with applicable law. Confidentiality and privacy issues generally prohibit members of the staff or general public from viewing the Northport-East Northport Public Library's security camera recorded footage. If the Northport-East Northport Public Library receives a request from a member of the staff or general public to inspect security camera footage, the report will be reviewed with counsel for the Library and responded to accordingly. Any Library employee who becomes aware of any unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Director. A breach of this policy may result in disciplinary action.

Approved 05/2005

Revised 07/2005, 07/2006, 10/2011, 09/2015, 06/2019, 05/2025