



Northport-East Northport Public Library

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www.nenpl.org

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.

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 indefinitely. 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.

Use/Disclosure of Recordings from Surveillance Cameras

Recordings from surveillance cameras may be used by authorized individuals to identify responsibility for an accident, policy violation, or an unlawful activity on Northport-East Northport Public Library property. Recordings may be used to request law enforcement review while investigating a possible accident, policy violation, or an unlawful activity on Northport-East Northport Public Library property.

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.

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. To the extent permitted by law, the Northport-East Northport Public Library will allow law enforcement individuals to view security camera footage upon request in relation to a claimed accident, policy violation, or an unlawful activity relating to an incident that occurs on the grounds of the Northport-East Northport Public Library. A breach of this policy may result in disciplinary action.