

SECURITY CAMERA POLICY

- Connetquot Public Library utilizes surveillance cameras to ensure a safe and secure environment for both patrons and staff.
- Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws.
- Digital video security cameras are installed in selected indoor and outdoor locations (not installed where staff and public have a reasonable expectation of privacy, such as restrooms or staff offices)
- Signage is posted informing the public that security cameras are in use
- Authorized staff will have access to the real time monitors, although activity is only randomly monitored.
- Video recordings obtained through the video monitoring system will be released only in response to search warrants, orders and requests by law enforcement for an active investigation.
- Recordings will be typically retained for a period determined by the storage capacity of the equipment, approximately 3 months. As new footage is recorded, the oldest footage will automatically be overwritten.
- Selected digital video may be saved for as long as required.
- The general public will not be allowed access to camera footage.

Policy 600-20
Adopted 5/14/2015