

## Onondaga Free Library Security Camera Policy

The Onondaga Free Library (the "Library") strives to maintain a safe and secure environment for its staff and patrons. The use of security cameras helps to protect the Library's staff, patrons, and property against harm, theft, or vandalism and can assist in identifying persons who violate the law or the patron code of conduct. In order to achieve this recognition of this objective, all entrances, exits, and selected public areas of the Library's premises are equipped with video surveillance cameras that are recording at all times. Clear and conspicuous signage is posted at the Library's main entrance and in the parking lot notifying individuals that the Library has video surveillance cameras in use.

The Library's video surveillance security system shall be used solely only for the protection and safety of the Library's patrons, employees, assets, and property. Video surveillance will only capture video and will not record any audio. Reasonable efforts shall be made to safeguard the privacy of patrons and employees at all times. Security cameras shall not be positioned in any areas where there is a reasonable expectation of personal privacy, such as in restrooms and employee break areas. Images and recordings from the Library's security cameras are stored digitally on hardware in the Library and will be maintained for a minimum period of fourteen (14) days or until system capacity is reached, at which point the oldest recordings will be automatically deleted to allow for new recordings to be stored.

Typically, the Library will not review the images and recordings stored on its system. However, the Library reserves the right to review such images and recordings in the event an incident occurs and such incident is brought to the attention of the Library Director or administrative staff. Under these circumstances, the Library reserves the right to review images and recordings as necessary and in accordance with applicable law. Further, video recordings and images/photos obtained through the Library's video surveillance monitoring system will be released only whereas necessary and in accordance with applicable laws, such as in response to search warrants, court orders, requests by law enforcement for an active investigation, or to forestall the imminent escape of a suspect or destruction of evidence.

Although recorded information from security cameras will be retained for a minimum of 14 days, if an incident occurs that requires the Library to store the recording for a longer duration, the Library will do so. In the event of a reported or observed incident, the recorded information may be used to assist in the investigation of the incident. The Library will maintain control of and responsibility for the video security surveillance equipment at all times.

Approved 12/18/24