

## Video Surveillance Policy

The Rye Free Reading Room strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected public areas of the library premises are under video surveillance and recording. Signage will be posted at the library entrances at all times disclosing this activity.

Images from the Library surveillance system are stored digitally on hardware in the Library. It is the intent of the Library to retain all recorded images for a minimum of 14 days, or until image capacity of the system is reached. Then, the oldest stored images will be automatically deleted by the system software to make room for new images.

Typically, images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the Director or appropriate department head.

When an incident occurs on the Library premises:

- Video image recordings will be used to identify the person or persons responsible for Library Code of Conduct violations, criminal activity, or actions considered disruptive to normal Library operations.
- Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Video recordings of incidents can be retained and reviewed as long as considered necessary by the Library Director.
- Images may be shared with other Library staff to identify person(s) suspended from Library property and to maintain a safe and secure environment.
- While it is recognized that video surveillance will not prevent all incidents, its potential deterrent effect, and resource as a means of identifying and prosecuting offenders is considered worthwhile.

Approved by the Board of Trustees, December 15, 2014