

SURVEILLANCE CAMERA POLICY

The Montauk Library utilizes surveillance cameras to complement other measures to promote a safe and secure environment for staff, patrons and other visitors. The equipment assists in protecting the library and its property against theft or vandalism and in identifying persons violating the law and library policies. Recorded information from the video cameras is retained for no more than three months. Incidents of theft, vandalism, trespassing or destruction of library property may be maintained indefinitely. In the event of an observed or reported incident, the recorded information may be utilized to assist in the investigation of the incident. The Library will maintain control of and responsibility for the video security surveillance equipment and its recordings at all times.

Use/Disclosure of Video recordings: Video recordings may be utilized by Library staff authorized by the Director to identify those responsible for Library policy violations and/or criminal activity on library property. The Library Director is to be informed of all such incidents immediately or as soon thereafter. The Library does not make security camera footage or still photographs available to any agency, of federal, state, or local government or anyone else: (1) unless a subpoena, warrant, or court order is issued pursuant to law; or (2) where disclosure is necessary for the proper operation of the Library. All requests for security camera footage by law enforcement will be referred to the Library Director. In his/her discretion, the Library Director may allow law enforcement individuals to view security camera footage upon request in relation to claimed criminal activity or library policy violation on the library grounds in accordance with this policy. If presented with a subpoena, search warrant or other Court order, the Library will comply with such subpoena, search warrant or Court order, subject to consultation with the Library's legal counsel. To protect the privacy of our patrons, unauthorized members of the Library staff and members of the general public are prohibited from viewing Library security camera footage except as authorized by the Director pursuant to this policy.

Adopted by the Montauk Library Board of Trustees, April 25, 2022