

500-01 — Security Cameras

Statement of Purpose

The Fairport Public Library uses security cameras to provide peace of mind to library patrons and staff by discouraging violations of the Library's Code of Conduct, to assist library staff in preventing and in investigating the occurrence of any violations, and to provide law enforcement assistance in prosecuting criminal activity.

Security cameras are not constantly monitored. Staff and public should take appropriate precautions to safeguard their safety and personal property. The Fairport Public Library is not responsible for loss of property or personal injury. Security cameras will be placed in many (but not all) indoor areas where designated staff may have difficulty observing activity.

Duration of Video Archive

The length of time that video footage will be kept varies, depending on the number of cameras configured to the recording system and the quality of the video footage that is being captured. As new footage is recorded, the oldest footage will automatically be deleted.

If an incident comes to the attention of the library staff, the retained images can be reviewed by authorized staff and may be saved indefinitely.

Privacy

Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as in restrooms.

Availability of Footage and Subpoenas

The Library will require a subpoena for the release of security camera images consistent with the requirements of Civil Practice Law and Rules 4509. The subpoena must include specific dates/times/ places. Subpoena must be submitted to the Director, or in their absence, their designee. The Library may have any and all subpoenas reviewed by the Library's attorney prior to any action taken. Except in the case of an emergency, all requests for images must be in writing and include specific dates/times/ places.

All requests for release of a security camera images to a person and/or organization not cited above will be considered on a case-by-case basis. All requests for images must be in writing and include specific dates/times/places. The Library reserves the right to decline any and all requests.

Adopted: April 12, 2016

Reviewed:

Revised: October 12, 2021