

SURVEILLANCE CAMERA POLICY

The Smithtown Special Library District utilizes surveillance cameras to enhance the safety and security of library patrons, staff and property. The primary use of surveillance cameras is to discourage inappropriate and illegal behavior and, when necessary, recorded images from the Library's cameras will be utilized to provide assistance to law enforcement officials for the purpose of prosecuting criminal activity. Tapes will not be released absent a court-ordered subpoena directing that such tapes be turned over to the cited entity or individual.

Cameras are installed in selected interior and exterior locations where library patrons and staff should not have an expectation of privacy. Examples include common areas of the Library such as entrances, book and audio-visual collections, reference and circulation desks, public seating, and Library grounds. Cameras will not be installed in areas where members of the public and staff would possess an expectation of privacy, such as restrooms.

Signage is posted at all Library building entrances informing the public and staff that surveillance cameras are in use.

Selected staff is to have access to real time monitoring. Only the Library Director or his/her designee will have access to the archival material in pursuit of incidents of criminal activity or violation of the Library's Maintenance of Public Order on Library Property (Policy 700-10).