

Security Camera Policy

The Cutchogue New Suffolk Free Library utilizes security cameras to complement other safety measures to promote a safe and secure environment for staff, patrons and 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 video will be retained for a minimum of 30 days. Recorded video of 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.

Notification signage shall be placed throughout the building and grounds, to inform patrons and staff about the presence of the security cameras.

Use/Disclosure of Video Recordings

Staff members authorized by the Director may access video recordings, solely for the purpose of identifying those responsible for library policy violations and/or criminal activity on library property. The Director is to be informed of all such incidents immediately.

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 the 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 Director. The Director may enable the law enforcement individuals to view the security camera footage pertaining to the suspected criminal activity or library policy violations in accordance with this policy. If presented with a subpoena, search warrant or other Court order, the library will comply subject to consultation with the Library's legal counsel.

To protect the privacy of our patrons, unauthorized staff members and members of the general public are prohibited from viewing library security camera footage except to the extent authorized by the Director pursuant to the previous paragraph.