



VIDEO SURVEILLANCE

Video surveillance cameras are located in the library building and on the grounds in order to help assure a safe and secure environment for library staff and patrons. Cameras are placed only in areas where individuals lack a reasonable expectation of privacy.

Longwood Public Library will comply with all applicable state and federal laws on video surveillance and recordings. Video recordings shall be used primarily for the safety of people and the protection of library assets. Signage will be posted in the library advising of the recording of video surveillance.

Confidentiality and privacy issues prohibit the general public from viewing security camera footage, which is secured in a controlled area. If the library receives a request from the general public to inspect security camera footage, the requester may be advised to file a police report.

Only the Library Director, Assistant Director, Head Custodian, or the Director's designee may review surveillance recordings. In their absence and in an emergency situation, the Librarian-in-Charge may review necessary recordings, and must promptly notify the Library Director of such activity.

Law enforcement may be supplied with live shots and/or recordings in accordance with applicable state and federal laws, pursuant to the receipt of a proper legal request. This requirement may be waived by the Library Director.

As appropriate to maintain safety, the Library Director may authorize sharing images with the Suffolk Cooperative Library System and its member libraries.

A breach of this policy may result in disciplinary action up to and including dismissal. A library employee who knows of an unauthorized disclosure or breach must immediately inform the Director.

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