



**GRINNELL PUBLIC LIBRARY DISTRICT
WAPPINGERS FALLS, NY
Security Camera Policy**

Video cameras are in use for the specific purpose of enhancing the physical security of the Grinnell Public Library District's property, staff, and users and to help enforce the rules of patron conduct.

The locations of the Security Cameras have been placed in order to ensure the privacy of the Library District patrons and staff and where patrons and staff would not have an expectation of privacy. These areas include all public areas of the library such as public rooms, the display case. Security cameras are not installed where patrons or staff have a reasonable expectation of privacy such as restrooms nor do the cameras have the ability to identify the patrons reading material or other media, including use of the computers. There are "Security Camera In Use" signs throughout the building.

The locations of these cameras allow for a safe and secure environment without infringing on privacy. The location and placement of the cameras is at the direction of the Director and cannot be changed without the written permission of the Director. Camera footage is recorded in real time and is on a perpetual loop storage system. Access to the security cameras is limited to the Director as camera feeds are located in the Director's office. Video recordings will only be shared when it is determined that this is necessary to protect the interest(s) of the Library District's staff and/or patrons. Access to the security footage is considered confidential and private and prohibits the general public from viewing footage depicting patron and/or staff images.

Approved by Board of Trustees September 21,2022