

Surveillance Cameras

The North Babylon Public Library strives to take reasonable precautions to assure a safe and secure environment for its staff and patrons. Because the library staff is unable to provide direct supervision over all areas of the library and library grounds, surveillance cameras have been placed at selected locations. Cameras will be used to supplement security precautions, discourage violations of the library's Maintenance of Public Order policy, to assist library staff in preventing recurrence of violations and when necessary, to provide law enforcement assistance in prosecuting criminal activity.

Cameras are installed in locations where staff and patrons would not have a reasonable expectation of privacy such as entrances, seating areas, circulation and reference desk areas and the parking lot. The goal of the camera installation program is to provide for safety and security of staff, patrons and library assets.

Signage will be displayed indicating the recording of images throughout the library.

Real time images will be viewable from the reference desk, children's reference desk, LAN room, business office and director's office. Recorded image downloading and printing will be available from the Library Director and designee. The Library Director and designated staff members will be able to gain access to the camera system from home to aid in determining suitability to open, i.e. to see if the parking lot is sufficiently snow plowed to open.

Cameras will not be monitored at all times, but may be viewed at random times. Where real time or recorded images include identifiable persons requesting information or checking out items, such images will be treated as confidential as provided by New York State Law 4509. The Board of Trustees authorizes the Library Director to designate library staff members who are authorized to view recorded images.

DVR units are designed to digitally record images onto electronic storage media which will be retained for up to 30 days. Selected digital images may be saved for as long as required. Such Stored Digital Images are considered a library record. Stored Digital Images may be used to provide tangible evidence as a means of identification.

All requests to view real time or recorded images by law enforcement officials must be presented to the Library Director or designee with a proper, valid court order/subpoena/etc. Requests for public disclosure of digitally recorded images must be made in writing to the Library Director or designee in accordance with the Freedom of Information Act and the library's Library Records and Open Meetings policy. All recordings are the sole property of the North Babylon Public Library. Release of recordings shall be made only as permissible pursuant to applicable law.

Questions regarding the Surveillance Camera program may be directed to the Library Director.

Approved by the Board of Trustees
July 20, 2010

Notes: We have had several such requests and we decline but indicate that we will cooperate with requests from authorities (police). We do not want to hand someone "proof" because we do not know the whole story, and, more importantly, we do not want to unwittingly cooperate with someone who is actually 'casing the joint' to determine if our cameras are actually recording and how much area they actually "see."