Approved by CPL Library Board April 28, 2015;
Revised 3-25-25

Security Camera Policy

The Chili Public Library (CPL) mission is to provide "a welcoming responsive place people come to for the discovery of new ideas, the joy of reading and the power of information." To complete this mission, the library must offer an environment that is comfortable, and safe where people can use library facilities and collections for intended purposes to the maximum extent possible.

Security cameras are used where needed to provide peace of mind to library patrons and staff by discouraging violations of the library's Code of Conduct, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. Recordings are made for security purposes only and are not used to monitor individual patron activities unless related to a suspected violation of library policies or criminal activity. Our patron's privacy is respected, and we adhere to all applicable laws regarding confidentiality. The library does not use facial recognition technology. The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded video images at the Chili Public Library.

Definition: For the purposes of this policy, 'Authorized Individuals' shall refer to the Library Director and the Assistant Library Director.

Security Camera Locations

- Cameras are installed at library locations on an as needed basis.
- Signs will be posted at the library informing the public that security cameras are in use.
- Security cameras may be placed in both indoor and outdoor areas where designated.
- Cameras may be installed in public spaces where individuals lack a reasonable expectation of privacy. Examples include common areas of the library such as entrances, book stacks, public seating areas, public computers, hallways, delivery areas and parking lots.
- Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as in restrooms or private offices. Cameras will not be installed for the purpose of monitoring staff performance.
- The public library's security camera monitors are situated in a secure, private area with limited access."

Security

- Because security cameras are not constantly monitored, staff and public should take appropriate precautions for their safety and for the security of personal property. The Chili Public Library is not responsible for loss of property or personal injury.

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Use/Disclosure of Video Records

- Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations.
- In situations involving users whose library privileges have been suspended, stored still images may be shared with library staff. Shared images may remain posted in restricted staff areas for the duration of the suspension.

- Under certain circumstances, individuals authorized under this policy may use a still photograph or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.

Law Enforcement Request for Security Camera Footage

- Access to the archived footage in pursuit of documented incidents of criminal activity or violation of the library's Code of Conduct is restricted to the authorized individuals.
- The library will require a subpoena for the release of security camera images consistent with the requirements of Civil Practice Law and Rules 4509. The subpoena must include specific dates/times/ places. Subpoena must be submitted to the authorized individuals. . The library may have any and all subpoenas reviewed by the library's attorney prior to any action taken. Except in the case of an emergency, all requests for images must be in writing and include specific dates/times/ places.
- All requests for release of a security camera images to a person and/or organization not cited above will be considered on a case-by-case basis. All requests for images must be in writing and include specific dates/times/places. The library reserves the right to decline any and all requests.

Retention of Digital Images

- Security cameras differ in their recording length and will automatically record over themselves on an ongoing basis. Video records will not be maintained, provided no criminal activity or policy violation has been reported.
- In situations involving banned-and-barred patrons, stored still images may be shared with library staff system-wide. Shared images may remain posted in restricted staff areas for the duration of the banning period.
- The library cannot guarantee the retention of video footage for a specific period of time. However, in the case of subpoenas requesting the release of security camera footage, the images will be preserved until authorization is obtained from the library's attorney.
- If requested footage is no longer available, the library assumes no liability or responsibility for its loss, and patrons may not hold the library accountable in such cases.