

Security Camera Policy

The Goshen Public Library and Historical Society (the “Library”) provides and promotes open and equal access to ideas and to the resources and services of the Library in order to meet the informational, educational, and cultural needs of the community. The Library enriches our community and the lives of our patrons by providing unlimited opportunities for information, education, inspiration, and imagination. In furtherance of this, the Library must offer a welcoming, open atmosphere and provide a safe environment where individuals can use the Library facility and its resources.

Purpose

The Library employs video security cameras to enhance the protection, safety, and security of the Library facilities and Library patrons, employees, and property, by providing the means to document safety incidents and identify persons who have broken the law or violated the Library’s Rules of Conduct. The purpose of this Security Camera Policy is to establish guidelines for the use and operation of the Library's security cameras, and for accessing and disclosing recorded video security images when required or appropriate.

Staff and visitor safety is the first priority in any threatening situation. The protection of Library property is of secondary importance.

Signage

Signage will be posted at each exterior entrance of the Library alerting individuals to the presence of security cameras. This Security Camera Policy will be placed on the Library website for access and notice to the public.

Liability

The Library has no intention or obligation to monitor the security cameras in real time, and the Library's use of security cameras will not eliminate the potential for criminal activity or accidents. The Library is not responsible for the loss of property or personal injury. Therefore, Library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property.

Camera Locations

Security cameras will be placed only in public areas where staff and patrons do not have a reasonable expectation of privacy. Camera locations may include, but are not limited to, parking lots, entrances, public corridors, and library usage areas including book stacks, public computer areas, service desks, and program and meeting rooms. Security cameras will not be placed in areas where people have a reasonable expectation of privacy, such as restrooms and staff offices. Efforts will be made so that security cameras are not positioned in a manner that will identify a person’s reading, viewing, or listening activities in the Library.

The number and locations of security cameras, as well as the addition or relocation of security cameras, must be approved by the Library Board of Trustees.

Security cameras will not be installed for the purpose of monitoring staff performance. Security cameras will only record video footage; no audio recordings will be captured.

Privacy/Confidentiality

It is possible that recorded security camera videos and images may contain personally identifiable information about an individual who has used a Library service or borrowed Library materials (“patron information”), and the Library will afford confidentiality and protection to this patron information in accordance with New York State Law (CPLR Section 4509) and American Library Association principles.

The security camera system management, data storage, and other components will be located in staff-access only areas of the Library. The computer technology associated with the system will be properly maintained and will be secured from outside intrusion and misuse.

Access to Security Camera Images and Video Recordings

It is not the intention to monitor security camera video and images in real time. However, live footage may be monitored as authorized by the Library Director, Assistant Director, or Facilities Manager, as needed to respond to safety incidents, such as accidents, policy violations, or criminal activity. Other staff members may be given authorization by the Library Director to access live security camera recordings on a limited basis. Unauthorized viewing of video footage is strictly forbidden and will be subject to disciplinary action.

Occasional spot checks of security camera video recordings and images may be made by the Library Director, Assistant Director, or Facilities Manager to assure proper operation of the system and to review access procedures. The frequency of such spot checks and the amount of video reviewed will be limited to the minimum needed to give assurance that the system is working and to verify compliance of access policies.

Security camera video recordings and images may be used to identify persons responsible for policy violations, criminal activity, or other actions disruptive to normal Library operations, or to identify banned patrons. When authorized by the Library Director to identify such persons, videos and images may be shared with staff via email or posting at the service desks

When an incident or reported activity prompts the need to review security camera video files, the Library Director will review the relevant recording, limiting the examination to only those parts of the recording specifically related to the incident. The examination may include the review of various interior and exterior cameras to capture the movement of individuals involved in the incident.

Law Enforcement Requests to Access Security Camera Footage

Consistent with the confidentiality requirement of CPLR section 4509, security camera video recordings and images will only be released to law enforcement as required by subpoena, warrant, or court order. Before complying with any such request, the Library Director will consult with the Library Attorney to determine the proper response.

In the event of a search warrant, which is executable immediately, staff will comply with the search warrant. Upon receipt of a subpoena or other court order, staff will consult with the Library Attorney to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated.

Requests for Security Camera Footage Under the Freedom of Information Law

Security camera video recordings and images are considered public records of the Library and may be requested pursuant to the Freedom of Information Law. Requested video and image records may be exempt from disclosure because of privacy issues or public safety and security reasons, or under other exemptions provided in the Freedom of Information Law. Members of the public who wish to obtain a copy of any security camera video footage or images should consult the Library's Freedom of Information Law (FOIL) Policy, <http://www.goshenpubliclibrary.org/wp-content/uploads/Freedom-of-Information-Policy-June-12-2023.pdf>

Retention

The retention of video surveillance images will be determined by the capacity of the available data storage, approximately 60-90 days. The oldest footage is automatically overwritten by newer images. Footage reviewed and determined to show suspected or actual Rules of Conduct violations, criminal activities, or accidents and injuries involving either staff or patrons may be retained for longer periods as necessary for action or needed as a record of events. This footage must be archived in conjunction with a related incident report demonstrating need to retain footage.

The Library disclaims any liability for use of security video data in accordance with the terms of this policy.

Adopted by the Board of Trustees on October 9, 2023.

List of Security Cameras as of October 9, 2023

- 1st floor – Main lobby corner near Bookstore
- 1st floor – Main lobby facing rest room hall
- 1st floor – Near Circulation Desk facing lobby
- 1st floor – Mechanical Room rear left corner
- 1st floor – In stairwell Mechanical Room and Patio
- 1st floor – Community Room rear corner
- 1st floor – Off Community Room stairwell and Patio
- 1st floor – YA Room rear left corner
- 1st floor – Above YA Door near study rooms
- 1st floor – Left rear facing front
- 1st floor – Biography corner
- 1st floor – Large Print corner
- 1st floor – Cross Room
- 2nd floor – Local History Room, right rear corner
- 2nd floor – Hallway above display cases
- 2nd floor – Meeting Room B above clock
- 2nd floor – Landing above display case
- 2nd floor – Glycol room
- 2nd floor – Children’s Circulation Desk front corner
- 2nd floor – Children’s Activity Room rear corner
- 2nd floor – Children's Main Room rear right corner
- 2nd floor – Children's Computer Hub area
- 2nd floor – Children’s Rear Booth Wall
- Exterior – Main entrance right side of doors
- Exterior – Left of eave to right of front door (pump house and generator)
- Exterior – Side of building near parking lot
- Exterior – Rear Community Room exit door
- Exterior – Under porch left corner
- Exterior – Rear post side view of patio