

WOOD LIBRARY
134 NORTH MAIN STREET
CANANDAIGUA, NEW YORK 14424
POLICY ON VIDEO SURVEILLANCE

The video security system shall be used for the protection and safety of the patrons, employees, assets and property. Video records may be used to identify the person or persons responsible for Wood Library policy violations, criminal activity, or actions considered disruptive to normal library operations.

Areas for surveillance may include those of public usage, including the grounds, parking lot, entrances, and hallways. Signage shall be posted at the library entrance at all times, disclosing this activity. No audio will be recorded. Video cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy, such as restrooms, and employee break rooms.

Only the Director, Assistant Director or employee authorized by them shall be allowed to handle, or view any video records. However, video records may be shared with library staff when appropriate or in order to identify person(s) suspended from Wood Library, suspected of misconduct, and to maintain a safe, secure, and policy-compliant environment.

Recordings and photos obtained through the video surveillance system shall only be released by the Director or Assistant Director, as necessary and in accordance with applicable laws, such as in response to search warrants, court orders, subpoenas or to forestall the imminent escape of a suspect or destruction of evidence.

This policy does not imply or guarantee that any or all cameras will record or monitor in real time 24 hours a day, seven days a week. It is the intent of the Library to retain all recorded images for a minimum of 14 days or until image capacity of the system is reached. Then, the oldest stored images will be automatically deleted by system software to make room for new images.

Approved: 12/22/14 Ben Lainhart, Asst Director