

To further its mission, Gloversville Public Library must offer a welcoming, open atmosphere and provide a comfortable and safe environment where people can use Library facilities, grounds, and collections for intended purposes to the maximum extent possible. Gloversville Public Library uses video security cameras to ensure the physical security of staff, patrons, and the Library facility. 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 digital video images at the Library.

Purpose of Security Cameras

The Library's security camera system will be used for the protection and safety of Library visitors, employees, assets, and property; to manage risk in unsupervised areas; for identifying persons violating the Library's *Behavior Policy* or other policies; and for investigating accidents or injuries on Library property. Cameras do not record audio.

Public Notice

Signage will be posted at Library entrances, informing the public that security cameras are in use.

Camera Locations

Cameras are positioned to record only those areas specified by the Library Director and complement other measures to maintain a safe and secure environment in compliance with Library policies. Camera locations shall not be changed or added without permission of the Library Director or Board of Trustees.

Cameras may be installed in locations where individuals do not have a reasonable expectation of privacy. Examples of where cameras operate include common areas of the Library, such as entrances, near book and media collections, public seating areas, public meeting rooms, public computing areas, and areas prone to theft or misconduct, including some outdoor spaces. Cameras are not installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms or private offices, nor are they positioned to identify a person's reading, viewing, or listening activities.

Monitoring

Designated employees may monitor security cameras. Trustees may monitor per a resolution of the board or, in a time-sensitive situation, with written consent of the President of the Board of Trustees. Cameras are not monitored continuously. Library staff and members of the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury.

Access to Security Camera Recordings

Access to real-time or archived security camera recordings is limited to the Library Director, designated staff (as identified by the Library Director), and to Trustees as per the procedure above.

Security camera recordings showing entry into the Library and/or use of Library services are confidential Library user records and will be accorded the same level of confidentiality and protection afforded to Library user records under applicable local, state, and federal laws, as well as Library policies.

Library staff are required to refer any law enforcement request for security camera footage or still photographs to the Library Director. The Library does not make security camera footage or still photographs available to any agency unless a subpoena, warrant, or court order is issued pursuant to law. However, as allowed by law, the Library may decide its operational needs merit surrendering a recording without user consent.

Confidentiality/privacy issues prohibit the general public from viewing security camera footage. Members of the public are strongly advised to contact law enforcement and/or legal counsel before requesting records. Security camera images of individuals who have been restricted from Library premises may be shared with Library staff for purposes of enforcement and awareness; such images may not be reproduced or further shared without permission from the Library Director.

Data Storage

Recorded data is secured in a controlled area. The Library avoids creating unnecessary records and retaining records not needed for the fulfillment of its mission. Recordings will not be retained for an extended period or archived for longer than server storage space allows, unless required as part of an ongoing investigation or litigation. Should a desired recording be unavailable, individuals may not claim of the Library any liability or responsibility for loss of that recording.

Security camera recordings used to identify those responsible for Library policy violations, or for other specific purposes identified by this policy, will be retained for at least three years.

Adopted by the Board of Trustees on May 20, 2026