



Comsewogue Public Library Security Camera Policy

A sign at the main entrance indicates that video surveillance is in use on Library premises, as cameras are installed in locations where individuals lack a reasonable expectation of privacy. Additional signs throughout the Library indicate cameras are in use.

Confidentiality/privacy issues prohibit the general public from viewing surveillance recordings, which are secured online and in a controlled area of the Library. Members of the general public may be advised to file a police report.

Only the Library Director or her designee may review surveillance recordings. In their absence, Security Staff and the Network Administrator may review recordings, as appropriate, and must promptly notify the Director of any such activity and the reasons therefore.

Law enforcement may be supplied with live shots/recordings in accordance with applicable state and federal laws and pursuant to the receipt of a proper legal request. This requirement may be waived by the Library Director.

Images may be shared, as appropriate in order to maintain safety, with the Suffolk Cooperative Library System and its member libraries.

A breach of this policy may result in disciplinary action up to and including dismissal. A Library employee who knows of an unauthorized disclosure/privacy breach must immediately inform the Director.