

## **Fairport Public Library** Security Camera Policy

### **Purpose**

The Fairport Public Library uses security cameras (CCTV) to provide peace of mind to library patrons and staff by discouraging violations of the library's rules of conduct, to assist library staff in preventing the occurrence of any violations, and to provide law enforcement assistance in prosecuting criminal activity.

Security cameras are not constantly monitored. Staff and public should take appropriate precautions to safeguard their safety and personal property. The Fairport Public Library is not responsible for loss of property or personal injury.

### **1. Availability of Footage**

Video footage may be made available to law enforcement and library staff for the purposes of enforcing library policy or investigating a suspected crime.

### **2. Duration of Video Archive**

Video footage will be kept for the maximum amount of time possible. The length of time varies depending on the number of cameras configured to the recording system and the quality of the video footage that is being captured. As new footage is recorded, the oldest footage will automatically be deleted.

### **3. Privacy**

Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as in restrooms.

*Approved by Facilities and Services Committee, March 2016  
Adopted by Library Board of Trustees, April 2016*