

Mount Kisco Public Library

Security Camera and Video Surveillance Equipment Policy

The Mount Kisco Public Library maintains cameras and video surveillance equipment for security, deterrence, and identification purposes.

Selected public areas of the Library and Library/Village of Mount Kisco grounds are equipped with security cameras that detect and record activity in those areas. The security system and cameras will be used only for the safety of patrons, employees, and Library or Village of Mount Kisco property. Security cameras will not be positioned in restrooms. Security cameras will not be positioned in any manner to identify a person's reading, viewing, or listening activities in the Library.

Access to and viewing of security camera footage and recordings is limited to authorized employees of the Library or Village of Mount Kisco and authorized service providers when accompanied by an authorized employee.

Security Camera footage and recordings may be used to identify any person or persons responsible for or involved in violation of Library/Village of Mount Kisco policies, procedures, alleged illegal conduct on Library or Village of Mount Kisco premises, or other actions considered disruptive to normal Library or Village of Mount Kisco operations.

Security Camera footage and recordings may be used to assist law enforcement agencies in accordance with applicable state and federal laws.

No records will be viewed or released to the media, patrons, or to other persons unless required by legal process.

Security Camera footage and recordings will be retained for seven (7) days. Video will not be routinely monitored in real-time except when specifically authorized by the Director or other Library Administration. Security Camera recordings may be retained and reviewed as long as considered necessary by Library Administration or the Village of Mount Kisco.

Adopted August 2021