**VIDEO SURVEILLANCE POLICY**

The Sullivan County Public Library strives to maintain a safe and secure environment for all patrons and staff. In pursuit of this objective, selected public areas of all Library locations are under video surveillance and recording, with said recordings being stored for a limited time in the Library.

Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy. Surveillance cameras will never be used to identify a person’s reading, viewing, or listening activities.

When an incident occurs on Library property:

* Video recordings may be used to identify the person or persons responsible for any violations, criminal activity, or actions considered disruptive to normal Library operations.
* Video recordings may be used to assist law enforcement agencies in accordance with applicable state and federal laws, with reasonable efforts being made to provide any requested recordings.
* Video recordings of incidents may be retained and reviewed as long as considered necessary by the Director.
* Video recordings and/or images may be shared with other Library staff to identify any person or persons suspended from the Library.