

LARCHMONT PUBLIC LIBRARY DIGITAL VIDEO SURVEILLANCE POLICY

Purpose

The purpose of this policy is to establish Larchmont Public Library (“LPL” or “the Library”) guidelines for the use of video security cameras in and around the Library.

Background

The Library has installed video security cameras throughout its property with the goal of providing for the physical security of staff, patrons and the Library itself. A sign shall be posted at each Library entrance and exit informing those entering or exiting that security cameras are in use.

Use of Cameras

The video security system shall be operated only by the Director and their designees. The improper use of these systems can result in disciplinary action.

Placement

Only the Director or designees shall determine where cameras shall be placed and may adjust those locations as needed. Locations will be based on the need to maintain a safe and secure environment in compliance with LPL policies.

Cameras may be installed in locations where staff and patrons would not have an expectation of privacy such as all entrances and exits, common areas, stairwells and parking lots. Cameras shall not be installed in, or at the immediate entrances to, bathrooms.

Access to video images; retention

Privacy: Security footage shall be covered by the protections afforded by LPL’s Privacy Policy.

Monitoring: Images will not be routinely monitored in real time unless authorized by the Library Director or designees.

Disclosure: Video recordings and photos may be shared, upon approval by the Director or designees, to maintain a safe, secure and policy-compliant environment.

Camera footage may be used to assist law enforcement agencies in accordance with applicable state and federal laws. Library staff and volunteers are required to refer any law enforcement request for security camera footage or still photographs to the Library Director or their designees.

In no event shall any records be released to the media, patrons or other public persons unless required by a legal process.

Retention: Recorded images will be retained for at least 30 days in a secure location, unless otherwise required by an ongoing investigation or litigation or for other purposes as determined by the Director or designees.

General

Despite the presence of the video surveillance system, library staff and patrons should take appropriate precautions for their personal safety and security of their personal property.

Adopted by the Library Board of Trustees, May 13, 2026.