

Amagansett Free Library Collection Monitoring and Surveillance Policy

The Amagansett Free Library utilizes surveillance cameras to complement other measures to ensure a safe and secure environment for staff and guests. The equipment assists in protecting library property against theft or vandalism and in identifying intruders and persons violating the law.

Surveillance cameras are to be positioned to monitor security-sensitive areas including building entrances/exits and the parking lots.

Recorded information from the video cameras is retained for no more than three months. Incidents of theft, vandalism, trespassing, or destruction of Amagansett Library property may be maintained indefinitely. In the event of an observed or reported incident, the recorded information may be used to assist in the investigation of the incident. The Amagansett Library will maintain control of and responsibility for the video security surveillance equipment and its recordings at all times.

Use/Disclosure of Video recordings:

Video recordings may be utilized by authorized individuals to identify those responsible for Amagansett Library policy violations and/or criminal activity on Amagansett Library property.

Under certain circumstances, individuals authorized by the Director under this policy may utilize recorded data to request law enforcement review for investigating a possible crime.

All requests for security camera footage by law enforcement will be referred to the Amagansett Library Director. Upon presentation of a search warrant, the Library will comply with the search warrant subject to consultation with legal counsel. Upon receipt of a subpoena or other court order, the Amagansett Library will consult with legal counsel to determine if the document is in proper form and that good cause exists for its issuance from a court of proper jurisdiction. If not, the Amagansett Library will require that any defect be remedied prior to releasing video records.

Confidentiality/privacy issues are deemed to prohibit a member of the staff or general public from viewing Amagansett Library security camera footage. If the Library receives a request from a member of the staff or general public to inspect security camera footage, the individual will be advised that such will only be made available upon proper law enforcement or subpoena demand.