



585.359.7092  
hplinfo@libraryweb.org

Henrietta Public Library  
625 Calkins Road  
Rochester, NY 14623

# Henrietta Public Library Video Surveillance System Policy

Adopted July 2019

Updated October 2024

## Purpose

The Town of Henrietta Public Library makes use of video surveillance systems in and around the Library facility to provide safety and peace of mind to Library users and staff by discouraging violations of the Henrietta Public Library Code of Conduct and federal and state laws, to assist the library staff in preventing the occurrence of violations, and, when necessary, to provide law enforcement assistance in prosecuting criminal activity. Video surveillance systems are primarily used to record access and activity at the building access points and other key areas. The video surveillance cameras are generally not used to observe employee-only work areas and are never located in areas where employees and visitors would have an expectation of privacy, such as restrooms.

A primary purpose of the video surveillance system is to allow the after-the-fact investigation of crimes committed against the Town. The system may also be used to assist in the investigation of certain types of occupational health and safety concerns. The system is not intended to be used as a method of tracking the work habits or productivity of individual employees. Nor are the video surveillance cameras intended to identify a person's reading, viewing or listening activities in the Library.

## Video Surveillance Monitoring

The video surveillance systems are capable of being monitored from the Check Out Desk located inside the main entrance, the Library Director's Office located in the Staff Workroom, and the Commissioner of Public Works office located in the Department of Public Works building. Library staff generally view video surveillance cameras on a periodic basis or in response to a specific incident. Because of the many responsibilities of the library staff, the video surveillance system is not monitored on a continuous basis.

## Video Surveillance Recording

All video surveillance cameras are capable of being recorded continuously by a digital video recording system. Recorded video is used exclusively for the investigation of security and safety incidents and not for other purposes.

The Town of Henrietta is responsible for the management of the video surveillance system and has exclusive control of the release of video recordings produced by this system. Recorded video is not made directly available to Town employees or the general public. In the event that a security or safety incidents occur, employees should report the incident to the Library Director or an Assistant Library Director. If the event occurred in an area where video surveillance coverage is available, the Library Director or Assistant Library Director will review the recorded video and make a determination if any video relevant to the incident is available. This video will be used by the



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Library Director or Assistant Library Director to investigate and resolve the reported security incident, up to and including providing the video to law enforcement agencies or to the Town's insurance company.

Requests to Library staff to provide video recordings directly to non-employees will not be accommodated. If a crime has been committed, non-employees should be encouraged to report it to law enforcement. If it is believed that recorded video from the Town would assist in the investigation of this crime, law enforcement should contact the Town. If relevant video is available, a permanent video clip of the incident will be produced. All requests for video recordings by law enforcement agencies shall be coordinated through the Town (Henrietta Town Supervisor or Deputy Town Supervisor) and the recordings will be provided to the law enforcement agency upon receipt of a proper subpoena

Recorded video is generally stored for a period of at least 20 days. Video clips warranting retention for administrative or potential legal uses will be stored for a period of three (3) years, but not until any minor has attained age 21.

### **Limitations of Video Surveillance Systems**

Employees and visitors should be aware that library staff members are not watching most cameras most of the time and employees should not have an expectation that they are under continuous surveillance when they are in the range of a camera.

Employees and visitors should be aware that the video surveillance system has cameras that cover only a small fraction of the total Library and even when camera coverage exists, it may not provide the level of detail necessary to spot suspicious activity or identify criminals.