



## **Retention of Security Camera Images Procedure**

The Roeliff Jansen Community Library (RJCL) is responsible for using and/or maintaining the RJCL Video Surveillance System.

The RJCL Video Surveillance System is intended to promote safety and security of the staff, the public, and facilities. Images from the video surveillance system are stored digitally and encrypted on a secure cloud server. It is the intention of RJCL to maintain images for a maximum of 30 days. These images are retained until video surveillance system capacity is reached, then the oldest recordings are automatically deleted to make room for new recordings.

Typically, the images are not monitored or reviewed. If an incident comes to the attention of the RJCL Director, or in his/her absence, the Board President or Chair of the Building Committee, the retained images can be reviewed and saved for as long as necessary.

RJCL will require a subpoena for the release of security camera images consistent with the requirements of Civil Practice Law and Rules 4509. The subpoena must include a specific date(s)/time(s)/place(s). When presented with a subpoena, staff will follow the procedures outlined in the RJCL Law Enforcement Policy.

If RJCL determines no library record information is shown in an image(s), RJCL will release a security camera image(s) to: RJCL board and staff, law enforcement officials, public health officials, and trained medical personnel. Except in the case of an emergency, all requests for an image(s) must be in writing and include a specific date(s)/time(s)/place(s).

All requests for release of a security camera image(s) to a person and/or organization not cited above will be considered on a case-by-case basis. All requests for an image(s) must be in writing and include a specific date(s)/time(s)/place(s). RJCL reserves the right to decline any and all requests.

**Approved by the Board of Trustees, January 14, 2020**