



RETENTION OF SECURITY CAMERA IMAGES

The Mid-Hudson Library System (MHLS) is responsible for using and/or maintaining the MHLS Video Surveillance System.

The MHLS Video Surveillance System is intended to promote safety and security of the staff, the public and facilities. Images from the MHLS Video Surveillance System are stored digitally on hardware in control of MHLS. It is the intention of MHLS to maintain images for a minimum 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 MHLS Executive Director, or in his/her absence, the designated MHLS Administrator in Charge, the retained images can be reviewed and saved for as long as necessary.

MHLS 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). Subpoena must be submitted to the Executive Directors, or in his/her absence, the designated MHLS Administrator in Charge. MHLS may have any and all subpoenas reviewed by the MHLS attorney prior to any action taken by MHLS.

Approved by Ellen M. Bach, Whiteman Osterman & Hanna LLP – December 16, 2016