

# Public Library of New London

## Security Camera Policy

### **Security Cameras**

The Public Library of New London uses security cameras to enhance the safety and security of library users, staff, and property. The security cameras are used to discourage illegal behavior, policy violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity.

### **SECURITY PLACEMENT GUIDELINES**

1. Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the library such as parking lot, entrances, seating areas, service desks, and areas prone to theft or misconduct.
2. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy such as restrooms.
3. Signs will be posted at all entrances informing the public and staff that security cameras are in use.
4. Cameras will not be continuously monitored. The public and staff should take appropriate precautions for their safety and for the security of their personal property. The Public Library of New London is not responsible for loss of property or personal injury.
5. Recorded data is confidential and secured in a controlled area. Video recordings will typically be stored for no longer than 10 days. As new images are recorded, the oldest images will be automatically deleted. The capacity of the storage system will determine the length of the time the images are stored.

### **USE/DISCLOSURE OF VIDEO RECORDS**

1. Recordings and still images may be used to identify person(s) responsible for policy violations, criminal activity on Library property, or actions considered disruptive to normal operations.
2. Access may also be granted to law enforcement when pursuant to a subpoena, court order, or when otherwise required by law.
3. Video and still images may be maintained in the event that criminal activity or a policy violation has occurred or is being investigated.
4. A log will be maintained with name, date, time, and reason for all viewing access including proper maintenance of system, investigation of an incident; pursuant to a subpoena, etc.

### **ACCESS TO RECORDINGS**

Confidentiality and privacy issues prohibit the general public from viewing security camera footage. If the Library receives a request from the general public to inspect security camera footage, that member of the public will be directed to file a police complaint.

Internally within the library, no individual shall be granted individual access to recordings without a second person present during the review.

#### **DISCLAIMER OF RESPONSIBILITY**

A copy of this policy may be shared with any patron or staff member upon request. The policy is also posted on the Public Library of New London's official website.

Questions from the public may be directed to the Library Director or the Assistant Director.

The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

Adopted by the Board of Trustees: 10/15/2019