

## **Security Camera Policy**

### **Purpose**

The Carver Memorial Library strives to maintain a safe and secure environment for staff, visitors, and property. In pursuit of this objective, selected public areas of the library premises are under continuous video surveillance and recording in order to ensure adherence to the Code of Conduct policy, and, when necessary, to provide law enforcement assistance in prosecuting criminal activity.

The purpose of this policy is to establish guidelines for the placement and use of security cameras, and establish guidelines to access and retrieve recorded video images at the library. Video monitoring and recording will be conducted in a manner consistent with applicable federal, state, and local law concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy.

### **Security Camera Locations**

Reasonable efforts are made to safeguard the privacy of visitors and staff. The security cameras are positioned to record only those areas specified by the Director/designee, and will complement other measures to maintain a safe and secure environment in compliance with library policies. Camera locations shall not be changed or added without permission of the Director.

Cameras may be installed in locations where staff and customers would not have an expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating, delivery areas and parking lots. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms; nor are they positioned to identify a person's reading, viewing or listening activities in the library, or for the purpose of monitoring staff performance.

### **Use, Access, and Disclosure of Digital Images**

The Library Director and library staff, in the course of their normal duties, monitor and operate the live video security system.

Video image recordings will be used to identify the person or persons responsible for Library policy violations, criminal activity, litigation, or actions considered disruptive to normal Library operations.

Only the Library Director, Town Manager, President of the Trustees, and individuals designated by the Library Director are authorized to access the recorded data. Upon approval by the Director, data may be shared with library staff to identify those suspended from library property and to maintain a safe, secure and policy-compliant environment.

Confidentiality/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, the requester will be advised to file a police complaint.

### **Access by Law Enforcement**

Digital still images or video from Library cameras are shared with public safety and law enforcement entities when needed as evidence of criminal activity taking place in the Library building or on Library property. The Library and the Board of Trustees reserves the right to consult legal counsel in matters involving warrants or subpoenas seeking access to security footage.

Video data will be made available to law enforcement officials or agencies pursuant to a subpoena, court order, or when otherwise required by state or federal law. All requests for security camera footage or still shots by law enforcement will be referred to the Library Director. In the absence of the Director, requests will go to the Town Manager. The Library shall retain a copy of the request.

In the event of notification of an emergency situation at the Library, Searsport Police or other appropriate public safety/law enforcement authorities are granted temporary access to the Library's live camera feed in order to coordinate the emergency response. This access must be terminated and the Library will change access passwords once the situation is under control and the immediate danger to public safety has passed.

### **Privacy**

Video surveillance records are not to be used directly or indirectly to identify the activities of individual Library patrons except as viewed in relation to a specific event or suspected criminal activity, suspected violation of Library policy, or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability.

Video records may contain personally identifiable information about an individual who has used any library service or borrowed any library materials ("patron information"), and will be accorded the same level of confidentiality and protection provided to library users by Maine state law, Carver Memorial Library policies, and the American Library Association policies on confidentiality and privacy. Video records shall not be used or disclosed other than as specifically authorized by this policy.

### **Retention of Digital Images**

Recordings shall be kept for approximately 30 days with the exception of selected portions of the recorded data relating to specific incidents, or as required as part of an ongoing investigation or litigation. These may be retained and reviewed as long as considered necessary by the Library Director. The storage media shall be kept in a secure area.

**Disclaimer**

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.

Live feed activities are randomly monitored. Because the cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and the security of their personal property. The Library is not responsible for the loss of property or personal injury.

Approved by the Board of Trustees July 9, 2020.