

GILFORD PUBLIC LIBRARY
LIBRARY SECURITY CAMERA POLICY

PURPOSE

Gilford Public Library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Since library staff is unable to provide direct supervision over all area within the library and library grounds, video security cameras may be placed at selected locations in order to observe and record visible activities of persons within the library and library grounds in lieu of direct supervision.

Observation of activity, whether in real time or from digitally recorded storage, shall be limited to activities specific to library operations, may affect the safety and security of library patrons and staff, and provide protection for library assets and property.

SIGNAGE

The library shall post and maintain signs giving notice of the use of security cameras for monitoring and recording activity in public areas of the library property.

CAMERA LOCATION

Cameras are located to view service desks, exits, areas prone to theft, vandalism or other activity that violates library policy. In no event shall cameras be located in areas where patrons and/or staff have a reasonable expectation of privacy such as the restrooms or staff offices.

ACCESS TO DIGITAL IMAGES

Video data is recorded and stored digitally. Recorded data is considered confidential and secure. Access to live feeds of images is available at any staff workstation in order to monitor current activity. However, cameras will not be monitored continuously.

RETENTION OF DIGITAL IMAGES

Recordings shall be kept for approximately 30 days with the exception of appropriate still shots or selected portions of recorded data relating to specific incidents.

LIBRARY USE OF IMAGES AND LAW ENFORCEMENT

Video records may be used to identify person(s) responsible for suspected library policy violations, criminal activity on library property, or actions considered disruptive to normal

library operations or harmful to the provision of library services. Video records may be shared with Gilford's School Resource Officer when appropriate to identify those suspended from library property to maintain a safe, secure, and policy-compliant environment.

Video data will only be made available to law enforcement officials or agencies upon written request. The library shall retain a copy of the request. Recorded data will be accorded the same level of confidentiality and protection provided to library users by New Hampshire state law and the Library's policies with respect thereto.

DISCLAIMER OF LIABILITY

Any patron or staff member shall be given a copy of this policy regarding use of the security cameras upon request. The Library disclaims any liability for use of the video data in accordance with the terms of this policy.