

## CCTV Camera Policy

Adopted April 21, 2022

### **Purpose**

The Rockwell Falls Public Library strives to take precautions to assure a safe and secure environment for its patrons and staff. Since library staff is unable to provide direct supervision over all areas 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 records storage, shall be limited to activities that are specific to library operations, may affect the safety and security of library patrons and staff, and provide protection for library assets or property. Real-time monitors may be set up in public areas at the discretion of the Library Director.

### **Confidentiality**

Camera placement shall be determined by the Board of Directors (Board). Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as restrooms.

To the extent that any recorded images include identifiable persons requesting information or checking out an item, such record shall be treated as confidential. Only designated library staff may view real time images or screen recorded images for potential breach of confidentiality. Any inadvertent views of protected information shall be held in confidence by the library staff.

### **Data**

Cameras will record activities in real time and images will be saved to the camera server's hard drive. The capacity of the storage system will determine the length of time the images are stored. Current software deletes images automatically as the capacity of the hard drive is reached.

Cameras will not be monitored continuously by library staff. Authorization to view stored images may be granted by the Library Director or Board.

### **Accessing Data**

The Library Director holds the authority to designate library staff members who may access video in real time or in recorded formats. Generally, authority may be delegated to a network administrator (Joint Automation Team).

### **Images**

Video records and still photographs may be used to identify person(s) responsible for 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 authorized library staff when appropriate, or upon approval of the Director, other library staff to identify those suspended from library property and to maintain a safe, secure, and policy-compliant environment.

**Unauthorized Access and/or Disclosure**

A breach of this policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Director of the breach.

**Board Review**

The Board of Trustees of the Rockwell Falls Public Library will review the Security Camera policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Library Director to waive regulations under appropriate circumstances, specifically during emergencies when response time is critical. The Library Director is the chief person empowered to make decisions regarding the use of the security cameras. The Library and the Board reserves the right to consult legal counsel in matters involving warrants or subpoenas seeking access to security footage.