



Security Camera Policy

Worth-Pinkham Memorial Library (hereinafter “Library”) strives to maintain a safe and welcoming environment for its patrons and staff. As such, certain areas of the Library are equipped with security cameras to protect patrons, staff, assets, and property, and to identify persons breaking the law or violating the Library’s Code of Conduct. A sign is posted at the entrance informing the public that security cameras are in use.

The purpose of this policy is to establish guidelines for the placement and use of digital video cameras, as well as the access and retrieval of recorded digital video images and still photographs at the Library. Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and ordinances.

Security Camera Locations

Reasonable efforts are made to safeguard the privacy of patrons and employees in the Library. The video security cameras are positioned to record only those areas specified by the Director 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 the permission of the Director.

Cameras may be installed in locations where staff and patrons would not have an expectation of privacy. Examples include common areas of the Library such as the entrance, near book and media collections, public seating, delivery areas, and anywhere money is exchanged. Cameras will not be installed in areas where staff and patrons 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.

Access to Digital Images

Only the Library Director and his/her staff designees will have access to live camera images. Members of the public will not have access to live camera feeds or recordings. If the Director is involved in an incident, the Library Board of Trustees may access the relevant recordings. Otherwise, only the Director and his/her staff designees are authorized to access the recorded archival data in pursuit of incidents of criminal activity, litigation, or violations of the Library’s Code of Conduct. Such persons shall not violate any laws relevant to this policy in performing their duties and functions related to the security camera system.

Use/Disclosure of Video Records

Video records and still photographs may be used by authorized individuals to identify those responsible for policy violations, criminal activity on Library property, or actions considered disruptive to normal Library operations.

Video recordings and still photographs may be shared with authorized Library employees when appropriate, or upon approval by the Director, other library staff to identify those suspended from Library property and to maintain a safe, secure, and policy-compliant environment.



Under certain circumstances, individuals authorized under this policy may use a still photograph or selected portions of recorded data to request law enforcement review for accessing the security risk of a specific individual or for investigating a crime on Library property.

Law Enforcement Requesting Access to Security Camera Footage

Library staff are required to refer any law enforcement requests for security camera footage or still photographs to the Library Director, or, in his or her absence, a member of the Board of Trustees. The Library does not make security camera footage or still photographs available to any agency of federal, state, or local government unless a subpoena, warrant, or court order is issued pursuant to law. Before complying with any such requests, legal counsel may be consulted to determine the proper response.

In the event of a search warrant, which is executable immediately, Library Administration will comply with the warrant and consult legal counsel if necessary. Upon receipt of a subpoena or other court order, Library Administration shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, Library Administration shall insist any defect be remedied before releasing records that contain patron information.

General Public Requesting Access to Security Camera Footage

Confidentiality/privacy issues prohibit the general public from viewing security camera footage. If a member of the general public wishes to obtain a copy of video footage or still photographs, he or she should make the request in writing to the Library Director.

Retention of Digital Images

Images from the Library's security camera system are stored digitally on hardware in the Library. Footage is kept confidential, and recording equipment is housed in an area restricted from public access. Recordings are kept for no longer than thirty (30) days, unless required as part of an ongoing investigation or litigation.

Unauthorized Access and/or Disclosure

A breach of this policy may result in disciplinary action up to and including termination, in the case of an employee, or banning, in the case of a member of the public. Any Library employee who becomes aware of any unauthorized disclosure of a video record and/or potential privacy breach has a responsibility to immediately inform the Director of same.

Approved 9.18.2017