



VIDEO SURVEILLANCE POLICY & PROCEDURES

Adopted by the Board of Trustees, April 2024

To maintain a safe and secure environment for its staff and patrons, the Library Board equips some library areas with video cameras that are recording at all times. The library's video security system shall be used only for the protection and safety of patrons, employees, assets, property, and to assist law enforcement

Signage

Signage will be posted at the library entrances disclosing this activity.

Location

Video cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy such as restrooms or employee break rooms. The video security cameras will be positioned to record only those areas specified by the Library Director and Library Board, and will complement other measures to maintain a safe and secure environment in compliance with library policies.

Security

The Library has no obligation to monitor the cameras in real time. As the cameras are not constantly monitored, Library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury. Cameras will not be used to monitor staff productivity.

Access to Archived Footage

Access to the archived footage in pursuit of documented incidents of criminal activity or violation of the Library's Code of Conduct is restricted to the Director and any designated Library staff.

Video image recordings and still shots may be used to identify the person or persons responsible for library policy violations, or activity considered disruptive to normal library operations. In situations involving banned patrons, stored still images may be shared with library staff. Shared images may remain posted in restricted staff areas for the duration of the banning period.

For investigations initiated by law enforcement agencies, recorded data will be made available to law enforcement upon presentation of a valid court order or subpoena establishing probable cause to review the data.

However, in emergency situations that present imminent danger of physical harm, law enforcement may gain access without a court order. In such imminent danger emergencies where law enforcement calls for a waiver of the court order, the requesting officer is required to provide his/her name, agency, badge number, the nature of the emergency, and the extent of data requested.

General Public Requesting Access to Security Camera Footage

Confidentiality/privacy issues prohibit the general public from viewing camera footage that contains patron information. If the library receives a request from the general public to inspect security camera footage which contains patron information, they will be advised to submit their request to the Middlesex Borough Police Department by filing a Police Report. The footage would then be reviewed by Officers of the Police Department.