

## **Security Camera Policy**

*(Adopted November 2019)*

The Plainfield-Guilford Township Public Library strives to maintain an environment that allows library staff and patrons to enjoy the library. In order to support this objective, certain areas of the library building and grounds are monitored with security cameras.

Reasonable efforts will be made to safeguard the privacy of library staff and patrons. Cameras will not be installed in areas where staff and the public have a reasonable expectation of privacy.

### **Public Notice of Security Camera System**

Signage will be posted at the entrance of the library notifying the public of the use of security cameras on library premises.

### **General Use**

Security cameras are to aid library staff in monitoring the overall security of the library for the purpose of protecting library staff, property, and patrons.

### **Retention of Security Camera Footage**

As a general rule, recorded video images will be retained for no less than 5 days, or until the storage capacity of the system has been reached. Once storage capacity is reached, the oldest stored images will be deleted automatically by the system software.

In certain circumstances security camera footage may be copied and retained for as long as considered necessary by the Library Director.

### **Access to Security Camera Footage**

The Library Director, designated managers, supervisors, and administrative staff are authorized to access archival camera footage. Authorized individuals may ask appropriate staff to review recorded data to ascertain security concerns related to a specific incident.

All requests for security camera footage or still photographs by law enforcement will be referred to the Library Director or the director's designee.

### **General Public Requests to Access Security Camera Footage**

Confidentiality and privacy issues prohibit the general public from viewing security camera footage. Access to security camera footage will only be made available to law enforcement in accordance with applicable local, state and federal laws. At no time will the general public be provided access to security camera footage.