



## **SECURITY CAMERAS**

### **Purpose**

Howe Library uses security cameras to enhance the safety and security of library users, staff, and property.

Patron and staff safety is the highest priority in any situation. The protection of library property is of secondary importance.

The Howe Library Corporation Board of Trustees may modify, amend, or supplement this policy as it deems necessary and appropriate.

This policy shall not impose any responsibility on the library, its Board of Trustees, or its employees to protect against or prevent personal injury or loss of property.

### **Privacy and Confidentiality**

Cameras are installed in public spaces where individuals lack a reasonable expectation of privacy such as common entrances and exits. Cameras are not placed in areas where there is a reasonable expectation of privacy such as restrooms or private offices.

Howe Library abides by the Code of Ethics of the American Library Association that acknowledges the paramount importance of library patron privacy:

#### **ALA Code of Ethics**

"We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted."

In addition, Howe Library adheres to New Hampshire laws regarding the confidentiality of library records:

#### **Title XVI, 201-D:11 Library User Records; Confidentiality**

I. Library records which contain the names or other personal identifying information regarding the users of public or other than public libraries shall be confidential and shall not be disclosed except as provided in paragraph II. Such records include, but are not limited to, library, information system, and archival records related to the circulation and use of library materials or services, including records of materials that have been viewed or stored in electronic form.

## **Public Notice**

Signage shall be conspicuously displayed within the library advising of the recording of video images. Conversations shall not be monitored or recorded by the security cameras.

## **Data Storage**

Cameras will record activities in real time and images will be saved to the camera server, located in a locked area in the library. Recorded images are retained for no longer than 30 days, after which they are permanently deleted, with the exception of records retained for police investigation or litigation.

## **Authority to Access Data**

Only designated library staff may view real-time images or screen-recorded images. Cameras will not be monitored continuously by library staff.

Circumstances under which designated staff may access images in real time include, but are not limited to, observation of areas beyond view from designated work stations for assurance of safety and security. Access to real time or recorded imagery is also authorized to designated staff upon report of suspicious behavior, including policy violations, criminal activity, destruction or theft of library property or assets, or other activity that may be disruptive to library operations.

## **Law Enforcement**

All requests for the viewing of real time or recorded imagery by law enforcement officials must be presented to the library director or supervisory staff designated by the library director to hold such authority. Access is also allowed by police when pursuant to a subpoena, court order, emergency situation, or when otherwise required by law.

## **Public Disclosure**

Confidentiality and privacy issues prohibit the general public from viewing security camera footage. If the library receives a request from the general public to inspect security camera footage pursuant to an alleged crime, they will be advised to contact the police.

4/25/16: *Approved by the Town of Hanover's attorney*

5/3/16: *Approved by Director of Communications, Town of Hanover*

5/3/16: *Approved by Chief of Police, Town of Hanover*

5/19/16: *Approved by The Howe Library Corporation Board of Trustees*

*This policy will again be reviewed by the Board of Trustees in one year, May 2017.*