

Bryant Library Security Camera Policy

Security cameras (which may include audio and/or video recording capabilities) will be used where needed to discourage violations of the Library's Rules of Conduct, to assist Library staff in uncovering and/or preventing the incidence or recurrence of any violations, to provide law enforcement assistance in prosecuting criminal activity and/or for any other lawful purpose. 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 video images at the Bryant Library.

Video monitoring and recording will be conducted in a manner consistent with all applicable laws, rules, regulations and ordinances.

Cameras may be installed in locations where staff and patrons would not have a reasonable expectation of privacy. Examples include, without limitation, common areas of the Library such as entrances, meeting rooms, near book and media collections, and public seating.

Cameras will not be installed in restrooms and/or where prohibited by law.

Procedures

- Video cameras are installed in selected indoor and outdoor locations on Library property.
- Selected staff will have access to the real time monitors, although activity may be only occasionally and/or randomly monitored.
- Generally, only the Library Director or his/her designee(s) will have access to the archived material.
- Video and/or audio recordings and photos obtained through the monitoring system will be released to third parties in response to search warrants, court orders and/or as otherwise required by law, or as necessary or appropriate in connection with the Library pursuing disciplinary action and/or otherwise protecting its reasonable business interests.
- Images will typically be retained for a period determined by the storage capacity of the equipment and/or otherwise as the Library determines reasonably appropriate.
- Selected digital video may be saved for as long as required.

Guidelines

- Staff and patron safety is the first priority in any threatening situation. The protection of Library property is of secondary importance.
- Cameras have not and will not be installed for the express purpose of monitoring staff performance; however, they may be used for that purpose.
- The general public will not be allowed access to camera images, except as may be required by law or otherwise determined by the Library on a case by case basis.
- Because security cameras are not constantly monitored, staff and public should take appropriate precautions for their safety and for the security of personal property. The Library is not responsible for loss of property.
- Questions from the public may be addressed to the Library Director.

Adopted: September 18, 2017