

TOWN OF NEWBURY



NEWBURY PUBLIC LIBRARY
Tel. (603) 763-5803

NEW HAMPSHIRE
INCORPORATED 1778

P.O. Box 245
NEWBURY 03255

Title: Camera Policy	POLICY # 22
-----------------------------	--------------------

Adopted By: Library Board of Trustees	Revision Number:
Approval Date: 08/14/2024	Revision Date:

1. Purpose

The Newbury Public Library strives to offer a welcoming environment where patrons can use the Library's resources in safety and comfort. Security cameras are in use at the Library for the narrow purpose of enhancing the physical security of the Library, its property, staff and its patrons. The purpose of this policy is to establish guidelines for the placement and use of the cameras, as well as the access and retrieval of recorded images.

2. Policy

2.1 Guidelines for Use

Video surveillance systems are to be used to aid the library staff in monitoring the overall security of the library for the purpose of protecting the library property and the safety of library staff and patrons. Cameras will not be positioned to identify a person's reading, viewing, or listening activities in the Library. Digital security records are not to be used to identify the activities of individual Library patrons except as viewed in relation to suspected criminal activity, suspected violation of the Library's policies, or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability. Cameras are not continuously monitored and therefore individuals should continue to take appropriate precautions for their safety and for the security of their personal property.

2.2 Public Notice of Video Surveillance system

Signage will be posted at the entrance of the library where a video surveillance system is installed and in use. Cameras are placed in outdoor areas and in the back hallway to the program room. Data from the cameras is recorded and stored. Recorded data is considered confidential and secure. Video images are stored digitally and retained for approximately 30 days. Live viewing of data may occur to alert staff to customers in an unstaffed public area of the Library or in cases of suspected criminal activity.

TOWN OF NEWBURY



NEWBURY PUBLIC LIBRARY
Tel. (603) 763-5803

NEW HAMPSHIRE
INCORPORATED 1778

P.O. Box 245
NEWBURY 03255

Title: Camera Policy	POLICY # 22
-----------------------------	--------------------

2.3 Security Camera Locations

Reasonable efforts are made to safeguard the privacy of library patrons and employees. Cameras may be installed in locations where staff and customers would not have an expectation of privacy.

2.4 Access to Video Surveillance Footage

The Director, Assistant Director, and designated staff are authorized to access archival surveillance footage. Authorized individuals, with notice to the Director, may ask 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 Director. In their absence, direct requests to the senior administrative person on staff.

2.5 Requests to Access Video Surveillance Footage

Confidentiality/privacy issues prohibit the general public from viewing security camera footage. Access to video surveillance footage will only be made available to law enforcement when required by law. At no time will video surveillance footage access be provided to the general public.