

Jesse M. Smith Memorial Library
Security Camera Policy

Approved by the Library Board of Trustees 9/3/2009

Purpose

The Jesse M. Smith Memorial Library maintains security cameras for the safety of staff and library patrons as well as a deterrent to theft, vandalism or other illegal activities in the Library or on Library grounds.

Privacy/Confidentiality

The Library strives to protect patron privacy and confidentiality. Signs are posted throughout the Library indicating cameras are in use. Cameras will not be placed in areas violating patron privacy. Security camera footage will be kept confidential, and security camera equipment is housed in a locked area. Footage is kept for 30 days.

Access to Security Camera Footage

Only the Library Director and designated senior staff may access security camera footage.

General Public Requesting Access to Security Camera Footage

Confidentiality/privacy issues prohibit the general public from viewing security camera footage. The general public will be advised to file a police complaint. The police will then access the footage if appropriate.

Law Enforcement Requesting Access to Security Camera Footage

All requests for security camera footage by Law Enforcement will be referred to the Library Director or senior staff member. The Library Director or senior staff member will release footage in accordance with applicable state and federal laws upon receipt of a subpoena. The requirement of a subpoena may be waived by Library Director or senior person when appropriate.