

Lambertville Free Public Library

Video Surveillance Policy

The Lambertville Free Public Library uses video surveillance equipment to promote the safety of patrons, staff, and the community. This policy is in force to deter public endangerment, vandalism, theft, and mischief in unsupervised areas and to identify those individuals involved in such activity for law enforcement purposes. This policy adheres to applicable federal, state, and local law concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy. In the event of a reported or observed incident, the review of recorded information may be used to assist in the investigation of the incident. The Library will maintain control of and responsibility for the video surveillance system at all times.

The purpose of this document is to establish policy and procedures for using security cameras inside or outside the building operated by the Lambertville Free Public Library as deemed necessary by the Library Director. The security cameras will complement other measures to ensure a safe and secure environment.

In designing, installing, and operating a video surveillance system, the Library considered the following:

- Security camera equipment was installed in identified public areas where video surveillance is a necessary and viable detection of deterrence activity. The equipment will operate up to 24 hours/seven days a week, within the limitations of system capabilities (e.g. digital memory), power disruptions and serviceability/maintenance.
- Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms, nor are they positioned to identify a person's reading, viewing, or listening activities in the library.
- Signs posted in relevant areas read "Attention: this area is under video surveillance. All activity is recorded." Signs posted at the entrances read "The Lambertville Free Public Library uses video surveillance equipment to gather information that may be used to prosecute, or investigate instances of theft, vandalism, or public endangerment." Signs will be posted in English and Spanish.
- Only authorized personnel will have access to the controlled access area and the recording equipment. Equipment will not be in a position that enables public viewing.

- Any information obtained through the video surveillance system may only be used for the purposes set out in this policy and must relate to the protection of the staff and the public, including the discipline or consequences that arise from that, or it must assist in the detection and deterrence of criminal activity, vandalism, and dumping of unwanted property. Information will not be retained or used for any purposes other than those described in the policy.

Since video surveillance systems create a record of personal information, we have implemented the following procedures on the use and retention of recorded information:

- Only authorized personnel may review the information. Circumstances that would warrant review will normally be limited to an incident that has been reported/observed or to investigate a potential crime. Real-time viewing of video footage will be conducted on an ad hoc basis and only by authorized personnel.
- The retention period for information that has not been required for law enforcement, library, or public safety purposes shall not exceed one month. Recorded information that has not been used in this fashion, within this timeframe, is then routinely erased in a manner in which it cannot be reconstructed or retrieved.
- When recorded information has been required for law enforcement or public safety purposes the retention period shall be one year from the date of viewing or as required by law.
- A release form will be completed before any recorded information is disclosed to appropriate authorities. The form will indicate who took the information, under what authorities, when this occurred, and if it will be returned or destroyed after use.
- Confidentiality/privacy issues prohibit the general public from viewing security camera footage that contains patron information. If the library receives a request from the general public to inspect security camera footage which contains patron information, the general public will be advised to file a police complaint.

A breach of this policy by library staff may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video record and/or a potential privacy breach has a responsibility to ensure that the Library Director is immediately informed of the breach.

The following disclaimer for the Lambertville Free Public Library website (lambertvillelibrary.org) has been approved by the Library Board of Trustees:

Disclaimer Language - English

Video surveillance is in effect for the safety and security of our patrons and staff. Cameras monitor public areas of the library that are not easily viewed from public service desks and staff areas where valuable library property is stored.

Cameras help to protect the library's property against theft or vandalism and can assist in identifying intruders and persons breaking the law or violating the library's Code of Conduct.

Cameras are not used in restrooms, nor are they positioned to identify a person's reading, viewing, or listening activities in the library.

Signs are posted in all areas that are monitored by security cameras.

Recorded information from security cameras is retained for one month. For investigations initiated by law enforcement, security camera recordings are only made available to law enforcement through a legal subpoena or warrant. Recorded information that is subpoenaed is retained for one year.

Disclaimer Language - Spanish

Para la seguridad de nuestros empleados y clientes estamos usando cámaras de vigilancia. Las cámaras observan las áreas públicas en la biblioteca donde tenemos propiedad valiosa cuales no son fácilmente vigiladas por nuestros empleados.

Las cámaras protegen las propiedades de la biblioteca contra el vandalismo o el robo, y también pueden ser usadas para identificar intrusos y personas que estén rompiendo las leyes o violando las reglas de conducta de la biblioteca.

No usamos cámaras en los baños y no las usamos para identificar lo que nuestros clientes leen o escuchan en la biblioteca.

Tenemos letreros por todas partes de la bibliotecas que dicen que las cámaras de vigilancia estan en uso.

Las grabaciones de las cámaras de vigilancia se guardan por un mes. Si la información es necesaria para una investigación legal, las entregaremos solamente si recibimos una citación o autorización legal. Grabaciones citadas por las autoridades, se guardan por un año.

REVIEWED and APPROVED: Board of Trustees on October 12, 2021