

Bucks County Free Library

**Management**

**SECURITY CAMERA POLICY**

**Policy Statement**

The Bucks County Free Library (BCFL) installs security cameras indoors and outdoors as needed in order to discourage crime and violations of the library's Behavior Policy. BCFL uses security camera footage internally and provides it to law enforcement so that crimes and violations of the library's Behavior Policy violations may be investigated and prosecuted where applicable.

This policy is posted in each facility and on the library's website. Copies are available at service desks.

**Regulations**

- Cameras are installed in spaces where individuals do not have a reasonable expectation of privacy. Examples include common areas of the library such as entrances, shelving areas, public seating areas, service desks, meeting rooms, hallways, staff work rooms, delivery areas, parking lots, and grounds.
- Cameras are not installed in areas where individuals have a reasonable expectation of privacy, such as restrooms.
- Signs are posted in parking lots and at library entrances informing the public that security cameras are in use.
- Security cameras are deployed to help protect employees, volunteers, library users, and property. However, employees and volunteers should have no expectation of privacy regarding security camera footage. Footage may be viewed at any time. Any footage of illegal or inappropriate behavior may be used for internal investigation or provided to law enforcement.
- Security cameras are placed where designated BCFL staff can monitor activity as needed.
- BCFL may install real-time cameras in selected public areas that continuously broadcast to service desks. Any BCFL employee may monitor these broadcasts.

- Security camera images automatically record over themselves on an ongoing basis. Image records are not maintained provided that no criminal activity or policy violation has occurred. Images typically will be available for about 30 days.
- Access to archived footage for internal or external purposes is restricted to BCFL managers, administrators, designated employees, and law enforcement. BCFL does not provide law enforcement any remote access to security cameras or footage.
- Any manager, administrator, or designated employee may access and view footage with law enforcement in a secure area of the library and provide copies of recordings to law enforcement when requested to do so.
- All law enforcement requests for security camera footage must be documented as immediately as possible using Incident Report forms. Security camera images are incorporated as needed into Incident Report records.
- All requests by members of the general public for security camera footage are handled by BCFL as open records requests and submitted in writing directly to the administrative offices in Doylestown for consideration.
- Staff may share security camera images with one another of unidentified persons being investigated for library violations or banned individuals. Images may be posted in staff areas for the duration of an investigation or a banning period.

APPROVED BY THE BCFL BOARD SEPTEMBER 20, 2016