

Management

SECURITY CAMERA

Policy Statement

The Bucks County Free Library (BCFL) employs video security cameras as needed to ensure the physical security of staff, volunteers, patrons, and library property. The purpose of this policy is to establish guidelines for the placement and use of video security cameras as well as the access and retrieval of digital security records.

Regulations

- Cameras are installed in indoor and outdoor 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 or staff breakrooms; nor are they positioned to identify a person's reading, viewing, or listening activities in the library.
- Camera locations will not be changed without permission from the CEO or designee.
- Signs are posted in parking lots and at library entrances informing the public that security cameras are in use.
- 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.
- Data from the cameras is recorded and stored. Recorded data is considered confidential and secure. Access to recorded data is limited to the CEO and authorized personnel with approval of the CEO or their designee.
- Digital records may be used to identify the person or persons responsible for library policy violations, criminal activity, damage or destruction of library property, or actions disruptive to normal library operations.

- 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.
- The CEO or their designee may use a still shot or selected portions of recorded data to request law enforcement review of a specific individual or to investigate a crime on library property.
- A copy of digital security data will be made available to law enforcement upon request and with the approval of the CEO or their designee.
- With approval of the CEO or their designee, images may be shared with library staff to identify person(s) suspended from library property.
- Digital security records are automatically overwritten on an ongoing basis. Video images are retained for approximately 30 days provided that no criminal activity or policy violation has occurred.
- Occasional spot-checking of images and recordings will occur to ensure proper operation of security equipment.
- 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.
- Confidentiality and privacy issues prevent the library from allowing the public to view security camera footage. If the library receives a request from the general public to view recorded camera footage, the public will be advised to file a police report.
- Recordings shall not be used or disclosed other than as specifically authorized by this policy. Staff who misuse this data will be subject to disciplinary action up to and including dismissal.

Adopted by the Board of Directors on September 20, 2016
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