

Effective Date: December 2017

Security Camera Policy

The Seymour Public Library (the “Library”) enriches our community by providing opportunities for information, education, inspiration, and imagination. To that end, the Library must offer a welcoming, open atmosphere and provide a comfortable and safe environment where patrons can use the facilities and collections for intended purposes to the maximum extent possible. The purpose of this policy is to establish guidelines for use of video security cameras, as well as the access and retrieval of recorded video images. Security cameras are used to provide peace of mind to patrons and staff by discouraging violations of the Library’s Rules of Conduct, to assist staff in preventing the occurrence of any violations, and, if necessary, to provide law enforcement assistance in prosecuting criminal activity.

Security Camera Guidelines

- Digital video security cameras will be placed in both indoor and outdoor areas where designated staff may have difficulty monitoring activity.
 - Cameras will be installed in public areas, such as entrances, book stacks, public seating areas, hallways, traffic areas, delivery areas, and parking lots.
 - Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as in restrooms.
 - Cameras may be installed in areas that could assist Law Enforcement in documenting traffic accidents or other incidents unrelated to the Library that take place on the public streets and surrounding properties within camera view.
- A sign will be posted at the Library stating that security cameras are in use
- Access will be available to Law Enforcement when there is evidence of criminal activity, or when otherwise required by law (i.e. court order, warrant).
- Access to the archived footage in support of documented incidents of criminal activity or violation of the Library’s Rules of Conduct is restricted to the Library Director, his/her designee, and/or Library Trustees.
- In situations involving banned-and-barred patrons, stored still images will be shared with staff, system-wide. Shared images will remain posted in staff areas for the duration of the banning period.
- Images will be maintained for variable lengths of time depending on the system’s memory and recording length, and it will automatically record over video on an ongoing basis—as new images are recorded, the oldest images will be automatically deleted. Long-term video records will not be maintained, provided no criminal activity or policy violation has been reported.
- Questions from the public may be directed to the Library Director.
- Although security cameras are in use, staff and patrons should take appropriate precautions for their safety and for the security of personal property. The Library is not responsible for loss of property or personal injury.

Adopted: December 2017

Revised:

Reviewed: