

## **Prospect Library Video Surveillance Policy**

The Prospect Public Library uses security cameras to ensure a safe and secure environment and to discourage and document violations of Library and Town Policies and the law. At the same time, the Library respects the privacy of patrons and staff. This Policy sets forth the Library's practices for the use of security cameras and for accessing and retrieving footage from the cameras in a manner that reasonably respects individuals' privacy.

### **Security Cameras:**

- Signs will be posted at Library entrances stating that security cameras are in use.
- Cameras may be installed in outdoor and indoor locations where individuals do not have an expectation of privacy, including, e.g., public common areas of the library such as parking lots, entrances, seating areas, service desks, the community room, areas near book and media collections, areas prone to theft or misconduct, and areas where money is stored or handled.
- Cameras will not be installed in areas where patrons and staff have a reasonable expectation of privacy, such as in restrooms. Cameras are not intended to monitor a person's reading, viewing, or listening activity, and cameras do not record audio.
- Cameras installed on building exteriors may record activity occurring beyond Library property.
- Security cameras will not be constantly monitored. Individuals should take appropriate precautions for their safety and for the security of their personal property. The Library, its employees and the Town of Prospect are NOT responsible for loss of property or for personal injury.

### **Accessing and Retrieving Video Footage:**

- The Library Director, Chairperson of the Library Board, the Mayor and/or their designees may access real-time and archived video from the security cameras for legitimate business purposes such as investigation of criminal activity and violations of Town or Library Policies.

- Video records will generally only be released to third parties in response to search warrants, lawful subpoenas, court orders and/or requests by law enforcement during an active investigation.
- Video records may be shared with authorized Library staff or other authorized individuals when necessary for legitimate business purposes such as identifying those responsible for Library and Town Policy violations, criminal activity on Library property, actions considered disruptive to regular Library operations, and identifying individuals whose privileges have been restricted or revoked.
- Video records will typically be retained for a period determined by the storage capacity of the equipment. As new footage is recorded, the oldest footage will be deleted. Notwithstanding the foregoing, video records will be retained for longer periods as necessary in connection with an ongoing investigation, litigation or violations of Library or Town Policies.

**DISCLAIMER OF RESPONSIBILITY:**

- A copy of this Policy may be shared with any patron or staff member upon request. This Policy will also be posted on the Library's website.
- Questions from the public may be directed to the Library Director.
- The Library disclaims any liability for use of the video records in accordance with the terms of this policy.

Video records may contain personally identifiable information about a Library user and will be held confidential under applicable state laws, including Conn. Gen. Stat. § 11-25.

APPROVED: MARCH 12th, 2020

PROSPECT LIBRARY BOARD  
SUSAN McKERNAN - CHAIR