

Hillside Public Library Security Camera Policy

The Hillside Public Library uses security cameras for the safety and security of library users, staff, and property. Security cameras are used to discourage violations of the library's Code of Conduct, to prevent the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity in compliance with applicable federal, state, and local laws concerning the confidentiality of library records.

Security Camera Purpose and Placement Guidelines

Video recording cameras will be used in public library areas to discourage criminal activity and violations of the library's Code of Conduct. Audio recording is restricted under the Electronic Communications Privacy Act and will not be used.

Cameras may be installed in indoor and outdoor locations, including public common areas of the library, areas prone to theft or misconduct, or areas where money is stored and handled. Under no circumstances shall cameras be located in areas where patrons or staff have a reasonable expectation of privacy, such as restrooms or private offices.

Because cameras will not be continuously monitored, patrons and staff should take appropriate precautions for their safety and the security of their personal property. The Hillside Public Library is not responsible for property loss or personal injury. Regarding the placement and use of security cameras, staff, and patron safety is the first priority; protection of library and personal property is of secondary importance.

Use and Disclosure of Video Records

Video data is recorded and stored digitally. Access to the archived footage in pursuit of documented incidents of injury, criminal activity, or violation of the library's Code of Conduct is restricted to library staff. All staff may have access to real-time images, viewable on desktop monitors. The frequency of viewing and the amount of video viewed will be limited to the minimum needed to give assurance that the system is working, to monitor a potential Code of Conduct violation, or to determine if footage is available relative to a specific incident. Access by law enforcement is allowed when pursuant to a subpoena, court order, or for matters of local law enforcement.

Recorded data is confidential and secured in a controlled area. Video recordings will be stored for seven days, provided no criminal activity or policy violation has occurred or is being investigated. Authorized individuals may use video records and still photographs to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations as delineated in the library Code of Conduct.

In situations involving banned patrons or patrons violating the Library Code of Conduct, still images may be shared with all staff. Shared images may remain posted in staff areas during the banning period. After the banning period ends, these images will be stored in the administrative offices for seven years.

Unauthorized Access and Disclosure

Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. If the library receives a request from the public to inspect security camera footage, they will be advised to file a police report.

A breach of this policy may result in disciplinary action up to and including termination. Any library employee who becomes aware of any unauthorized disclosure of a video recording, stills, or any potential privacy breach shall immediately inform the Library Director.

Disclaimer of Responsibility

A copy of this policy may be shared with any patron or staff member upon request and 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 the use of video data in accordance with the terms of this policy, given that the library is a public facility and use of security cameras shall be limited to those areas where patrons and staff have no reasonable expectation of privacy.

Approved by the Board of Trustees
September 20, 2023