

# Camera Surveillance Policy

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The Bloomfield-Eastern Greene County Public Library strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected public areas of both the Main and Eastern branches are under video surveillance and recording. Signage will be posted at the library entrances at all times disclosing this activity.

Images from the library surveillance system are stored digitally on hardware in the library. It is the intent of the library to retain all recorded images for a minimum of 30 days.

Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy.

While it is recognized that video surveillance will not prevent all incidents, its potential deterrent effect, and resource as a means of identifying and prosecuting offenders is considered worthwhile.

When an incident occurs on the library premises:

- Video image recordings will be used to identify the person or persons responsible for library policy violations, criminal activity, or actions considered disruptive to normal library operations or that violate the Unacceptable Patron Behavior Policy.
- Still images or recordings may be shared with library employees when appropriate to identify person(s) suspended from library property or for other reasons, when appropriate, to maintain a safe, secure, and policy-compliant environment.
- Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Video recordings of incidents can be retained and reviewed as long as considered necessary by the Library Director.
- Confidentiality/privacy issues prohibit the general public from viewing security camera footage.
- Recordings shall not be used or disclosed other than as specifically authorized by this policy.