

SECURITY CAMERA POLICY

PURPOSE

The Hershey Public Library ("Library") uses security cameras to enhance the safety and security of library staff, users, and property, while protecting an individual's privacy interests. The security camera installation consists of dedicated cameras which may provide real-time surveillance through a video management system. The primary use of security cameras is to discourage violations of Library policy, and when necessary, to assist law enforcement in the prosecution of criminal activity. Library use is governed by the policy established by the Board of Library Directors and any applicable rules or regulations adopted by the Library. The Library Director has discretion in determining what use is "in the best interest of the Library" and is authorized to act accordingly, including limiting the use of the building and services by individuals whose activities interfere with Library operations, adversely affect public safety, or cause public disturbances.

SIGNAGE

The Library shall post and maintain signs giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library property.

CAMERA LOCATION

Cameras shall be positioned to view public common areas, service desks, entrances and exits, and areas prone to theft, vandalism or other activity that violates Library policy or criminal law. Under no circumstance shall cameras be located in areas where patrons and/or staff have a reasonable expectation of privacy, such as restrooms or areas designated for breast feeding. Cameras are not positioned to identify a person's reading, viewing, or listening activities.

Because security cameras are not routinely monitored, staff and public should take appropriate precautions for their safety and for the security of their personal property. Neither the Hershey Public Library or Derry Township is responsible for loss of property or personal injury and no assurances of safety are being provided as a result of the use of security cameras.

ACCESS TO DIGITAL IMAGES

Video data is recorded and stored digitally. Recorded data is considered confidential and secure. Access to recorded video data is limited to the Library Director and Board of Trustees. At no time will any type of sounds or voices be recorded using security cameras. It is not the intent of this policy to have the security cameras record the audio. The security cameras are only intended to record the video.

USE OF RECORDED DATA

Video surveillance records are not to be used directly or indirectly to identify the activities of individual Library patrons except as viewed in relation to a specific event or suspected criminal activity, suspected violation of Library policy, or incidents where there is a reasonable basis to believe a claim may be made against the Library for civil liability.

Only the Director or Assistant Director is authorized to access the recorded digital video images in pursuit of incidents of criminal activity or violation of Library policy. Other staff members and/or the police department may be given authorization to access this equipment on a limited basis.

Under certain circumstances, individuals authorized under this policy may use a still photograph or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.

Occasional spot checks of the recorded data will be made by Information Technology professionals to assure proper operation of the system and to review access procedures. The frequency of viewing and the amount of video reviewed at one time will be limited to the minimum needed to give assurance that the system is working and to verify compliance of access policies.

Recorded footage is confidential and secured in a controlled area. Recorded footage is typically stored until disc capacity has been reached. As new footage is recorded; the oldest footage will be automatically deleted.

In situations involving banned patrons, stored still images and/or video footage may be shared with staff. Shared images may be maintained and available to staff in restricted staff areas or in a secure file at the desks of staff for the duration of the banning period. After the banning period ends, these images and/or video footage may be archived in the Director's office.

LAW ENFORCEMENT REQUESTING ACCESS TO SECURITY CAMERA FOOTAGE

Library staff and volunteers are required to refer any law enforcement request for security camera footage or still photographs to the Library Director, or, in their absence, the Assistant Director.

Digital still images or video from Library cameras will be shared with public safety and law enforcement entities under the following conditions:

- When required pursuant to a subpoena, court order, or when otherwise required by state or federal law.
- When needed as evidence of criminal activity taking place in the Library building or on Library property.

The Library reserves the right to consult legal counsel in matters involving warrants or subpoenas seeking access to security footage.

If an incident occurs, the video documentation will be kept for a period of 3 months. If an agency, such as the police department requests the video, it must be requested within that time period.

GENERAL PUBLIC REQUESTING ACCESS TO SECURITY CAMERA FOOTAGE

Confidentiality/privacy issues prohibit the general public from viewing security camera footage. If a member of the general public wishes to obtain a copy of video footage they should make the request to the Library Director, or, in their absence, the Assistant Director.

DISCLAIMER

The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the Library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

Board Approved: 3/21/2023