

Library's Video Surveillance Policy

The Board of Library Trustees of the John C. Hart Memorial Library strives to maintain a safe and secure environment for library staff and patrons. In pursuit of that goal, video surveillance of library property may be used. Part of the Library's core mission is to protect the privacy of its patrons. The Library will protect patron privacy whenever possible.

Video surveillance records are the sole property of the John C. Hart Memorial Library.

Surveillance policy is as follows:

1. Cameras may be positioned to survey public common areas.
2. Signs disclosing use of video surveillance will be posted.
3. Video surveillance may be used to help identify person(s) who have violated library policies and to help safeguard library operations, personnel and patrons.
4. Video surveillance will be monitored only by library staff who are authorized to do so by the Library Director.
5. The Director may share images with library staff as appropriate from time to time to assist staff in identifying persons suspended from library property and to maintain a safe and secure environment.
6. Video surveillance records may be used to assist law enforcement agencies in accordance with applicable laws.
7. Video surveillance records will be kept for a minimum period 30 days.
8. Members of the public, including insurance investigators and attorneys, who wish to review video surveillance data files related to an incident involving a criminal act, accident or altercation with Library Staff or Library users may make a request to the Library Director. The decision to release library records will be made in accordance with legal requirements.

Approved 5/25/06, revised and approved on April 20, 2022