



Southborough Library Security Camera Policy

The Southborough Library operates and maintains a video security system for the safety of its patrons, staff and property to discourage violations of the Library's Policies and criminal behavior. The video footage is reviewed on an as-needed basis. In the case of altercations, theft of library property, or questionable behavior, the footage will be reviewed by the Library Director, and Assistant Library Director, and/or Director's designee. The footage will be submitted to the Southborough Police Department with a written report for further review as deemed appropriate by the Director.

Security Camera Purpose and Placement Guidelines

1. Video recording cameras will be used in public spaces of the Library to discourage criminal activity and other violations of the Library's policies.
2. Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the library such as parking lots, entrances, seating areas, and areas prone to theft or misconduct or areas where money is stored or handled.
3. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms or private offices.
4. Signs will be posted at all entrances informing the public and staff that security cameras are in use.
5. Cameras will not be continuously monitored. The public and staff should take appropriate precautions for their safety and for the security of their personal property. The Southborough Library is not responsible for loss of property or personal injury.
6. Recorded data is confidential. Video recordings will typically be stored for up to 14 days, with the exception of records retained for criminal, safety or security investigations. As new images are recorded, the oldest images will be automatically deleted.
7. Cameras are not installed, nor will they be used for, the purpose of routine staff performance evaluations.

Use and Disclosure of Video Records

1. Circumstances including reports of policy violations, suspected criminal activity and destruction or theft of Library resources may be monitored in real time.
2. The Director or Director's designee may use a still shot or portions of the recorded data to request law enforcement review for assessing a security risk or as part of an investigation.
3. For investigations initiated by law enforcement agencies, recorded data will be made available to law enforcement upon presentation of a valid court document and completion of a Request for Video Footage form. Only the Director or Director's designee will be authorized to release images to law enforcement.



4. Video records and still shots may be used by authorized individuals to identify those responsible for Library policy violations, criminal activities on library property, or actions considered disruptive to normal library operations.
5. Confidentiality and privacy issues prohibit the general public from viewing security camera footage. If the Library receives a request from the general public to inspect security camera footage pursuant to an alleged crime, they will be advised to file a police complaint.
6. In all other respects, recorded data will be accorded the same level of confidentiality and protection provided to library users by Massachusetts State law, the Southborough Library policies, and the American Library Association policies on patron confidentiality and privacy.

Board Review

The Board of Trustees of the Southborough Library will review the Security Camera Policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Library Director and Assistant Library Director to waive regulations under appropriate circumstances, specifically during emergencies when response time is critical. The Library Director and the Assistant Library Director are the chief individuals empowered to make decisions regarding the use of the security cameras. The Southborough Library reserves the right to consult legal counsel in matters involving warrants or subpoenas seeking access to security footage.

Approved by Southborough Library Board of Trustees: January 13, 2023.