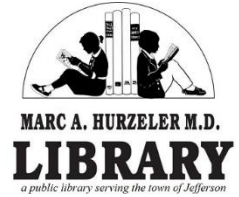


Marc A. Hurzeler M.D. Library – Security Camera Policy

Marc A. Hurzeler M.D. Library has approved the use security cameras to enhance the safety and security of library users, staff, and property, per the request of the Town of Jefferson Selectboard.



- Patron and staff safety is the highest priority in any situation. The protection of library property is of secondary importance.
- The Marc A. Hurzeler M.D. Library Trustees may modify, amend, or supplement this policy as it deems necessary and appropriate.
- This policy shall not impose any responsibility on the library, its Board of Trustees, the Town of Jefferson, or its employees to protect against or prevent personal injury or loss of property.

Privacy and Confidentiality

Cameras are installed in public spaces where individuals lack a reasonable expectation of privacy such as common entrances and exits. Cameras are not placed in areas where there is a reasonable expectation of privacy such as restrooms or private offices.

Marc A. Hurzeler M.D. Library abides by the Code of Ethics of the American Library Association that acknowledges the paramount importance of library patron privacy:

ALA Code of Ethics

"We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted."

In addition, Marc A. Hurzeler M.D. Library adheres to New Hampshire laws regarding the confidentiality of library records:

Title XVI, 201-D:11 Library User Records; Confidentiality

I. Library records which contain the names or other personal identifying information regarding the users of public or other than public libraries shall be confidential and shall not be disclosed except as provided in paragraph II. Such records include, but are not limited to, library, information system, and archival records related to the circulation and use of library materials or services, including records of materials that have been viewed or stored in electronic form.

Public Notice

Signage shall be conspicuously displayed in building advising of the recording of video images. Conversations shall not be monitored or recorded by the security cameras.

Data Storage

Cameras will record activities in real time and images will be saved to the camera server, located in a locked IT area in Jefferson Community Center. Recorded images are retained by the Town of Jefferson for approximately 30 days. As new images are recorded old images will be deleted, with the exception of records retained for police investigation or litigation.

Approved on January 10, 2023.

Authority to Access Data

Only library staff will have access to real-time monitors.

- Access to recorded data or archived footage in pursuit of document incidents of criminal activity or violation of Library Policies is restricted to the Library Director or those designated by Director.
- Cameras may be accessed by town appointed officials, in the event of an incident or emergency situation for which monitoring is deemed necessary for the safety and security of staff or building.

Law Enforcement

All requests for the viewing of real time or recorded imagery by law enforcement officials must be presented to the library director or library trustees. Access is also allowed by police when pursuant to a subpoena, court order, emergency situation, or when otherwise required by law.

Public Disclosure

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 contact the police