

Whipple Free Library Camera/Video Policy

Purpose:

Security cameras are installed outside of the library. This policy is to protect the privacy of all individuals, the safety and security of people, the building and its contents, and the library grounds.

Placement of Cameras:

Cameras may be located in areas where an individual does not have a reasonable expectation of privacy such as entry ways, the parking lot, and/or library grounds,

Signs have been posted inside and outside of the library to indicate the presence of said cameras.

Storage and Recorded Data:

Recorded data is stored in a controlled and secured environment within the library and is confidential. Typically, recordings will be stored for 30 days, as new recordings are created, older recordings will be automatically deleted.

The security cameras are not continuously monitored. Only authorized library staff have access to recordings.

Any questions from the public concerning camera usage should be directed to the Library Director.

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, suspected criminal activity, a violation of library policy, or an incident where there is reasonable basis to believe a claim may be made against the library.

Portions of recorded data, or a still shot may be provided to law enforcement at their request for investigating a crime on library property or assessing the security risk of a specific individual (s). This request will be documented in writing and the library will retain a copy of this documentation.

Public requests pursuant to RSA 91-A:5, Right-to-Know Law, will be considered on a case-by-case basis, by the Library Director and the Library Board of Trustees.

Patrons who experience a crime such as theft of possessions while at the library, must submit a report to law enforcement. Members of the public will not be granted access to recorded data in this case; this access must be requested, in writing, by law enforcement.

Disclaimer of Responsibility

As the library and its grounds are a public facility and the security cameras shall be limited to those public areas, patrons and/or staff have no reasonable expectation of privacy. The library disclaims any liability for use of the video data in accordance with the terms of this policy.