

Hanson Public Library

Security Camera Policy

Purpose

The Hanson Public Library strives to maintain a safe and secure environment for its users, staff, and property, while protecting individual privacy rights. In pursuit of this objective, security cameras are in selected areas to discourage criminal activity and violations of Library policy and to enhance the ability to identify and apprehend offenders.

Privacy

Cameras may be placed in indoor and outdoor areas where individuals lack a reasonable expectation of privacy, such as entrances, delivery areas, parking lots, public seating areas, and service desks. Cameras will not be placed in areas where individuals have a reasonable expectation of privacy, such as restrooms or private offices.

Cameras are not positioned to identify a person's reading, viewing, or listening activities. However, to the extent that any recorded images include identifiable persons requesting information or checking out an item, such record shall be treated as confidential to the extent allowable under Massachusetts law.

Public Notice

Signs are posted at Library entrances notifying the public and staff that security cameras are in use.

Because security cameras are not continuously monitored, the public and Library staff should take appropriate precautions for their safety and the security of their personal property. Neither the Hanson Public Library nor the Town of Hanson is responsible for loss of property or personal injury.

Data Storage & Access

Cameras will record activities in real time and images will be saved to the camera server's hard drive. No audible communication shall be monitored or recorded by the security cameras. As new images are recorded and the capacity of the hard drive is reached, the oldest images will be automatically deleted. When an incident occurs that may affect the safety and security of the Library and its occupants, or may be required for potential legal proceedings, the Library reserves the right to save recordings for as long as it deems necessary.

The recorders and recorded data are located in a limited access, controlled area. The Library Director holds the authority to designate who may access real time or recorded footage.

Circumstances under which designated individuals may access images in real time include, but are not limited to, observation of areas beyond view from designated work stations for assurance of safety and security. Access to real time or recorded data is also authorized to designated individuals upon report of suspicious behavior, including Library policy violations, criminal activity, destruction or theft of Library property or assets, or other activity that may be disruptive to library operations. Designated individuals may use real time or recorded footage to identify those responsible for such activity and may request law enforcement review a still image or a selected portion of recorded data for assessing the security risk of a specific individual or for investigating a crime on Library property.

In situations involving banned or barred patrons, stored still images may be shared with staff. Shared images may remain posted in staff areas for the duration of the banning period.

Law Enforcement Access

All requests for the viewing of real time or recorded images by law enforcement must be presented to the Library Director. If the Library Director is unavailable, such requests shall be presented to the administrative or supervisory staff designated by the Library Director to hold such authority. Recorded data will be accorded the same level of confidentiality and protection provided to library users by Massachusetts law, the Library's policies, and the American Library Association's policies on confidentiality and privacy.

Access is also allowed by law enforcement when pursuant to a subpoena, court order, or when otherwise required by law. The Library and the Board of Library Trustees reserve the right to consult legal counsel in matters involving warrants or subpoenas seeking access to security footage.

In the event of an emergency situation at the Library, Hanson Police, or other appropriate public safety/law enforcement authorities, will be granted temporary access to the Library's live camera feed in order to coordinate the emergency response. This access must be terminated once the situation is under control and the immediate danger to public safety has passed.

Requests from the General Public

Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains patron information. Members of the general public requesting to inspect security camera footage will be advised to file a police complaint or a public records request, subject to applicable exemptions and protections.

Unauthorized Access and/or Disclosure

All Library staff will be made aware of their obligations under federal and state law regarding protection of privacy. Failure to comply with this policy may result in disciplinary action. Any Library employee who becomes aware of any unauthorized disclosure of a video record and/or a potential privacy breach has a responsibility to immediately inform the Library Director of the breach.

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.

Adopted by the Board of Library Trustees
August 13, 2019