

The **purpose** of this policy is to establish guidelines for the purpose and placement of video security cameras, for access and retrieval of recorded video images, and for their use. Security cameras are used to enhance the safety and security of Bridgton Public Library patrons and staff by assisting library staff in preventing violations of the posted Code of Conduct, and when necessary, providing law enforcement assistance in prosecuting criminal activity while adhering to the applicable federal, state, and local law concerning the confidentiality of library records and the protection of individual privacy.

ARTICLE I. Security Camera Placement Guidelines

1. Security cameras are used in public spaces in the library to discourage criminal activity and violations of the Use of the Library Policy. Video footage is recorded and stored digitally.
2. Cameras may be installed in places where individuals lack a reasonable expectation of privacy. Examples include common areas of the library such as parking lots, entrances, seating areas, service desks, and areas potentially 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 public entrances stating that security cameras are in use.
5. Because live footage is not continuously monitored, patrons and staff should take appropriate precautions for their safety and for the security of their personal property. The Library is not responsible for loss of property or personal injury.
6. Recorded footage is confidential and secured in a controlled area typically stored until disk capacity has been reached.
7. In determining the placement and use of security cameras, staff and patron safety is the first priority.

ARTICLE II. Use/Disclosure of Video Records

1. Access to live video footage is limited to the Library Director.
2. Access to archived video in order to document incidents of injury, criminal activity or violation of the Use of Library Policy is limited to the Library Director, President of the Board of Trustees, and the Building & Grounds Chair.
3. Access is allowed by law enforcement officials when permitted by law.
4. Archived video footage will not be retained longer than 30 days, provided no criminal activity or policy violation has occurred or is being investigated.
5. Video records and still photographs may be used by authorized staff and law enforcement officials to identify those responsible for alleged library violations, criminal activity on library property or actions considered disruptive to normal library operations as delineated in the posted Code of Conduct.
6. In situations involving banned patrons, stored still images and/or video footage may be shared with staff. After the banning period ends these images and or video footage may be archived in the confidential files in the Library Director's office.

ARTICLE III. Disclaimer of Responsibility

The Library disclaims any liability for use of video data in accordance with the terms of this policy.

ARTICLE IV. Unauthorized Access and/or Disclosure

A breach of this Policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of video record and/or potential privacy breach has a responsibility to immediately inform the Library Director.

See Also: Confidentiality Policy rev2020
 Patron Behavior Policy rev2017
 Staff Code of Conduct Policy rev2017
 Volunteer Code of Conduct rev2017