



## **Mendon Public Library** ***Security Camera Policy***

The Mendon Public Library (the “Library”) enriches our community by providing opportunities for information, education, inspiration and imagination. To complete this mission, the Library must offer a welcoming, open atmosphere and provide a quiet, comfortable, and safe environment where people can use library facilities and collections for intended purposes to the maximum extent possible.

Security cameras are used where needed to provide peace of mind to library patrons and staff by discouraging violations of the Library’s Rules of Conduct, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded video images at the Mendon Public Library.

### **Procedures**

- Cameras are installed at Library locations on an as needed basis.
- Signs will be posted at Library entrances informing the public that security cameras are in use.
- Security cameras may be placed in both indoor and outdoor areas where designated Library staff can randomly monitor activity.
- Access to the archived footage in pursuit of documented incidents of criminal activity or violation of the Library’s Rules of Conduct is restricted to the Library Director and/or his/her designee.
- Access is also allowed by police when there is evidence of criminal activity, or when otherwise required by law.
- Designated staff as described above may have access to real-time monitors. Images will be viewed on desktop monitors placed in secure areas to ensure private access.
- Security cameras differ in their recording length and will automatically record over themselves on an ongoing basis. Video records will not be maintained, provided no criminal activity or policy violation has been reported.
- In situations involving banned-and-barred patrons, stored still images may be shared with staff system-wide. Shared images may remain posted in restricted staff areas for the duration of the banning period.
- Questions from the public may be directed to the Mendon Public Library Director.

### **Guidelines**

- Digital video security cameras may be placed in both indoor and outdoor areas where designated Library staff can periodically monitor activity.
- Because security cameras are not constantly monitored, staff and public should take appropriate precautions for their safety and for the security of personal property. The Mendon Public Library is not responsible for loss of property or personal injury.
- Cameras may be installed in public spaces. Examples include common areas of the library such as entrances, book stacks, public seating areas, hallways, delivery areas and parking lots.
- Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as in restrooms.

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- Cameras will not be installed for the purpose of monitoring staff performance.
- Cameras may be installed in areas that could assist Law Enforcement in documenting traffic accidents or other incidents unrelated to the Library that take place on the public streets and surrounding properties within camera view. Examples include cameras on the exterior of a library building that not only document activity on Library property but also the sidewalk, public streets, and surrounding properties.
- Images will be stored for a reasonable period of time. The length of time varies depending on the camera's memory and recording length. As new images are recorded, the oldest images will be automatically deleted.
- Staff and patron safety is the first priority in any threatening situation. The protection of library property is of secondary importance.
- A copy of this policy may be shared with members of the public upon request. This policy is also posted on the Mendon Public Library's official website.

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