

Security Camera Policy

The Library is committed to offering a welcoming environment for patrons, and to provide a comfortable and safe space where patrons can use the Library facilities for their intended purpose. Accordingly, security cameras are used to enhance the physical security of the Library, its property, users, and Library staff by discouraging violations of the Library's Code of Conduct¹, to assist Library staff in preventing the occurrence of any violations and, when necessary, to provide law enforcement assistance in prosecuting criminal activity while adhering to the applicable federal, state, and local laws concerning the confidentiality of Library records² and the protection of individual privacy.

Security Camera Purpose and Placement

The purpose of this policy is to provide guidelines for the use of security cameras on Library property. Video recording cameras will be used in public spaces of Library locations to discourage criminal activity and violations of the Library's Code of Conduct. Cameras may be in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the Library such as parking lots, entrances, seating areas, service desks, areas prone to theft or misconduct, and areas where staff store or handle money. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy such as restrooms.

Signs will be posted at all entrances informing the public and staff that security cameras are in use. Cameras will not be continuously monitored; therefore, the public 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.

Use/Disclosure of Video Records

Access to the archived footage in pursuit of documented incidents of injury, criminal activity, or violation of the Library's Code of Conduct is restricted to the Library Director, or in the Director's absence the current Supervisor or Person in Charge, or the Executive Officers of the Board of Trustees. Access is also allowed to law enforcement when pursuant to a subpoena, court order, or for matters of local law enforcement.

Recorded data is confidential and secured in a controlled area. The Library will store video recordings for no more than thirty days before footage is automatically deleted from our server, provided no criminal activity or policy violation has occurred or is being investigated.

Video records and still photographs may be used by the Library Director, or in the Director's absence the current Supervisor or Person in Charge, and Executive Officers of the Board to identify those responsible for Library policy violations, criminal activity on Library property, or actions considered disruptive to normal Library operations as delineated in the Library's Code of Conduct.

Unauthorized Access and/or Disclosure

Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifiable information about Library users.

Disclaimer of Responsibility

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.

Approved by the Library Board of Trustees 10/18/2021.

¹ Scranton Library Board of Trustees. (2020). Code of Conduct Policy.

² Scranton Library Board of Trustees. (2020). Confidentiality of Library Records Policy.