

# New Brunswick Free Public Library

## Policy on Security Cameras

Approved November 13, 2013

The New Brunswick Free Public Library takes precautions to assure a secure environment for its patrons and staff. To further this, security cameras are placed to observe and record activities of persons in the library and on library grounds.

1. Observation, in real-time or recorded, is intended to be limited to activities that may affect the safety and security of patrons and staff and provide protection for library resources or property. Real-time monitors may be set up in public areas at the director's discretion.
2. Privacy and Confidentiality: Cameras are not placed in areas where there is a reasonable expectation of privacy, such as restrooms. Cameras are also not placed in the Community Room so that meeting attendance is not monitored. If images include identifiable patrons requesting information or conducting circulation transactions, the images are treated as confidential as per NJSA 18A:73-43.2. Only library staff may view real-time images or screen recorded images for potential breaches of confidentiality. If the police require images protected by NJSA 18A:73-43.2, they must supply a valid court order.
3. Public Notice: Although the library is a public area, signage is displayed advising of the image recording. Audible communication is not currently monitored.
4. Data Storage: Images are saved to the camera server's hard drive. Images are stored to the capacity of the storage system. Current software deletes images automatically as the capacity of the hard drive is reached.
5. Monitoring: Cameras are generally not continuously monitored. However, circumstances including reports of policy violations, suspected criminal activity, destruction or theft of library resources or property, or activities disruptive to library operations may require such monitoring to occur.
6. Authorization to view stored images may be granted by the library director or designee to the police upon request.
7. Other requests for public disclosure of images are presented to the library director or designee.