



# Library Security Camera Policy

*Adopted by the Library Board of Trustees  
June 20, 2019*

The South Brunswick Library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Since the library staff cannot provide direct supervision over all areas within the library, video security cameras are installed at selected locations inside the building.

Observation of activity, whether in real time or from digitally records storage, shall be limited to activities that are specific to library operations, may affect the safety and security of the library patrons and staff, and provide protection for library assets or property.

Real-time monitors may be set up in public areas at the discretion of the Library Director or his/her designee.

1. All camera placement is determined by the Library Director or his/her designee. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as restrooms.
2. To the extent that any recorded images include identifiable persons requesting information or checking out an item, such record shall be treated as confidential as provided in NJSA 18A:73-43.2. Only designated library staff may view real time images or screen recorded images for potential breach of confidentiality. Any inadvertent views of protected information shall be held in confidence by the library staff under the library's confidentiality policy.
3. Signage shall be conspicuously displayed within the library advising of the recording of images. Cameras do not record audible conversations or communication.
4. Cameras will not be monitored continuously by staff. Authorization to view stored images may be granted by the Library Director or his/her designee.
5. The Library Director holds the authority to designate library staff members who may access video in real time or in recorded formats. Generally, authority may be delegated to the assistant director or the most senior librarian on duty.
6. Circumstances under which designated staff may access images in real time include, but are not limited to, observation of areas beyond view from designated workstations for assurance of safety and security. Access to real time or recorded imagery is also authorized to designated staff upon report of suspicious behavior,

- including policy violations, criminal activity, destruction or theft of library property or assets, or other activity that may be disruptive to library operations.
7. Video records and still photographs may be used to identify person(s) for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations or harmful to the provision of library services.
  8. Video records may be shared with authorized library staff when appropriate, or upon approval of the Director or Director's designee with other Library staff to identify those suspended from library property and to maintain a safe, secure and policy-compliant environment.
  9. Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws. All requests for the viewing of real time or recorded imagery by law enforcement officials must be presented to the Director. If the Director is unavailable, such requests shall be presented to the administrative or supervisory staff designated by the Library Director to hold such authority. Law enforcement may view recorded images unless such images include records protected by NJSA 18A:73-43.2, in which case such records would be released only pursuant to a valid court order.
  10. Staff may not access surveillance recorded data in response to requests from the press or general public, including victims of crimes and individuals concerned with the personal safety of family, friends, or co-workers. Such individuals should be directed to contact law enforcement.