

Metuchen Public Library

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SECURITY CAMERA POLICY

Purpose

The Metuchen Public Library strives to take reasonable precautions to assure the safety and security of library patrons, staff and its property. Security cameras are used to discourage illegal behavior and policy violations, to enhance the opportunity to apprehend offenders, and to provide recorded data relevant to the control of library security and operations.

Library staff is unable to provide direct supervision over all areas within the library and library grounds. The security cameras have been placed at selected locations in order to observe and record visible activities of persons within the library and library grounds in lieu of direct supervision. In the event of a reported or observed incident, the review of recorded information may be used to assist in the investigation of the incident. The library will maintain control of and responsibility for the security camera system at all times.

Privacy and Confidentiality

Security camera installation shall be determined by the library director or his/her designee. Cameras are installed at library locations on an as-needed basis in both indoor and outdoor areas. Cameras are not intended to monitor patrons' reading and electronic materials. Cameras shall not be installed in areas where there is a reasonable expectation of privacy, such as restrooms. There is no audio recording associated with the cameras.

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.

Public Notice

Signs will be posted at library entrances and other select areas informing the public that security cameras are in use. Conversations or other audible communications shall not be monitored or recorded by the cameras. Monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and ordinances.

Data Storage

Cameras will record activities in real time and images will be saved to the surveillance hard drive. The capacity of the storage system allows for images to be stored for approximately 30 days. Current software deletes images automatically as the capacity of the hard drive is reached. The library is not obligated to store images past the 30-day limit.

Cameras will not be monitored continuously by library staff. Authorization to view stored images may be granted by the library director or his/her designee(s).

Authority to Access Recorded Data

The library director holds the authority to designate library staff members who may access video in real time or in recorded formats. Generally, Library Director, Library Board President, or any supervisory staff may review the image or recording.

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 the 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.

Law Enforcement

All requests for the viewing of real-time or recorded imagery by law enforcement officials must be presented to the library director. If the library director is unavailable, such requests shall be presented to the 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.

Public Disclosure

All requests for public disclosure of recorded images shall be presented to the library director or the administrative staff member designated to act in his/her stead. Confidentiality and privacy issues prohibit the general public from viewing or receiving

camera footage that contains patron information. If the library director receives a request from the general public to inspect camera footage which contains patron information, the general public will be advised to file a police report.

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 a video record and/or a potential privacy breach has a responsibility to ensure that the library director is immediately informed of the breach.

Compliance

Failure by staff to comply with this policy may result in disciplinary action up to and including termination of employment.

1st Reading 1/8/ 2019

2nd Reading and Adopted 2/19/2019

N.J.S.A. 18A:73-43.2. Confidentiality of library users' records

Library records which contain the names or other personally identifying details regarding the users of libraries are confidential and shall not be disclosed except in the following circumstances: a. The records are necessary for the proper operation of the library; b. Disclosure is requested by the user; or c. Disclosure is required pursuant to a subpoena issued by a court or court order. L.1985, c. 172, 2.