

SECURITY CAMERA USE POLICY

RUTLAND FREE LIBRARY

PURPOSE OF SECURITY CAMERAS

The library's video surveillance is only to be used for the protection and safety of patrons, employees, and library property and to identify persons breaking the law or violating the library's Code of Conduct. Rutland Free Library values patron privacy and is committed to maintaining the appropriate confidentiality of its patron records.

PUBLIC NOTICE

Signage will be posted at all entrances informing the public that security cameras are in use.

SECURITY CAMERA LOCATIONS

Cameras may be installed in locations where individuals do not have a reasonable expectation of privacy. (Examples include common areas such as entrance, lobby, public seating areas, and areas prone to theft or misconduct.)

Cameras will not be installed in areas where individuals have a reasonable expectation of privacy, such as restrooms, staff areas, or offices. Nor are they positioned with an intention to identify a person's reading, viewing, or listening activities in the library. Any materials or content inadvertently captured on footage will be eliminated from the image before sharing.

PERSONAL SECURITY

The library has no obligation to monitor the cameras in real time. Library staff and users should continue to take appropriate safety precautions for themselves and their property; the library is not responsible for loss of property or personal injury.

DATA STORAGE

Live and recorded footage is confidential and secured. Recordings will be stored for no more than 3 months, at which point they are deleted unless required as part of an ongoing investigation.

ACCESS TO FOOTAGE

Access to footage is restricted to library Administration staff and designated In Charge supervisors, and law enforcement as is legally appropriate. Access to footage is not available to the general public.

For investigations initiated by law enforcement agencies, recorded data will be made available to law enforcement upon presentation of a valid court order or subpoena.

Approved 1/18/23

In situations involving banned patrons, stored still images may be shared with library staff and law enforcement and remain posted in staff areas for the duration of the ban. Any still image printed and attached to a physical incident report or other formal file will remain with the file for the duration of its retention.