

# Hingham Public Library

## Security Camera Policy

### **Policy Statement:**

Whereas safety, security and loss prevention are important interests of the Library, it shall be Library policy to take appropriate measures to secure those interests while protecting individual privacy rights. Video monitoring and recording will be one of the measures employed in pursuit of these interests. The Library's security camera system and recordings will not be used for any purpose other than to carry out the Library's business interests.

### **Guidelines:**

1. Security cameras may be used in any public common areas of the Library's interior or exterior premises or grounds where individuals lack a reasonable expectation of privacy, as determined by the Library Director. Cameras will not be installed in areas of the Library specifically prohibited by Federal and/or State laws, or where individuals have a reasonable expectation of privacy such as restrooms or private offices. Cameras will not be installed for the purpose of monitoring staff performance.
2. Cameras will not be positioned to identify a person's reading, viewing, or listening activities in the Library. However, 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 under Massachusetts Law.
3. Recordings will consist of video only. No audio will be transmitted or recorded. Recordings will be stored digitally for a specified period of time deemed reasonable by the Library Director.
4. Typically, images will not be routinely monitored in real time, nor reviewed by staff, unless specifically authorized by the Library Director. Library staff and the public should continue to take appropriate precautions for their safety and the safety of their personal property. The Library is not responsible for the loss of property or personal injury.
5. The Library Director, Assistant Director, and Information Technology Services Librarian are authorized to access the security camera system and recordings. Other Library or Town staff members may be given authorization to access this system on an "as needed" basis as determined by the Library Director.

6. Where appropriate, as determined by the Library Director, recordings may be furnished to law enforcement agencies, such as in emergency situations that present imminent danger or threaten the safety of others. Recorded data will be accorded the same level of confidentiality and protection provided to library users by Massachusetts law, the Library's policies, and the American Library Association policies on confidentiality and privacy. Access is also allowed to law enforcement when pursuant to a subpoena, court order, or when otherwise required by law.
7. The Library will post signs at all public entrances alerting users to the presence of security cameras for monitoring and recording on the premises. The policy also will be posted on the Library's website [www.hinghamlibrary.org](http://www.hinghamlibrary.org).
8. Any questions regarding this policy should be referred to the Library Director.

*Approved by the Hingham Public Library Board of Trustees January 15, 2020.*