

# **WILLIAM JEANES MEMORIAL LIBRARY**

## **Security Camera Policy**

### **Purpose:**

The William Jeanes Memorial Library strives to offer a welcoming environment where customers can use the Library's resources in safety and comfort. Staff and Library patron safety is the first priority.

The Library employs video security cameras to ensure the physical security of the Library facility, staff, and patrons. A sign is posted at the Library entrances informing the public that security cameras are in use.

The purpose of this Policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded digital video images at the William Jeanes Memorial Library. Reasonable efforts are made to safeguard the privacy of patrons and employees.

### **Security Camera Locations:**

The video security cameras are positioned to record only those areas specified by the Director (or designee), and will complement other measures to maintain a safe and secure environment in compliance with Library policies.

Camera locations shall not be changed or added without permission of the Director.

Cameras may be installed in locations where staff and patrons would not have an expectation of privacy. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms; nor are they positioned to identify a person's reading, viewing or listening activities in the library.

### **Access to Digital Images:**

The Director/ designee, in the course of their normal duties, may monitor and operate the live video security system. Only the Director/ designee is authorized to access the recorded archival data in pursuit of incidents of criminal activity, litigation, or violation of Library policies. Other individuals, including Township Police personnel, with permission from the Director, may review recorded data to ascertain security concerns related to a specific incident. Such persons shall not

violate any laws relevant to this policy in performing their duties and functions related to the video security system. Library employees shall review and comply with this policy.

### **Retention of Images:**

Images will be stored until overwritten. Typically the images will not be reviewed unless an incident comes to the attention of the Library Director or Staff (who will inform the Director.)

### **Use/ Disclosure of Video Records:**

- Video records and still photographs may be used by authorized individuals to identify those responsible for Library policy violations, criminal activity on Library property, or actions considered disruptive to normal Library operations.
- Under certain circumstances, individuals authorized under this Policy may use a still photograph or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on Library property.
- Video records shall not be used or disclosed other than as specifically authorized by this policy. Video records may contain personally identifiable information about an individual who has used any Library service or borrowed any Library materials (“patron information”), and will be accorded the same level of confidentiality and protection provided to Library users by Pennsylvania state law, William Jeanes Memorial Library policies, and the American Library Association policies on confidentiality and privacy.
- All requests for security camera footage or still photographs by law enforcement will be referred to the Director.
  - In the event of a search warrant, which is executable immediately, the Director or designee will comply with the search warrant and consult with legal counsel.
  - Upon receipt of a subpoena or other court order, the Library Director shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, the Library Director shall insist

any defect be remedied before releasing records which contain patron information.

- Shared images may be posted in restricted staff areas for the purpose of identifying banned/barred patrons.
- The Director or their designee may use a still shot or selected portions of recorded data to request law enforcement review of a specific individual or for investigating a crime on Library property.

### **General Public Requesting Access to Security Camera Footage**

Confidentiality/privacy issues prohibit the general public from viewing security camera footage that contains patron information. If the Library receives a request from the general public to inspect security camera footage which contains patron information, the general public will be advised to file a police complaint.

### **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 immediately inform the Director of the breach.

Cameras are not continuously monitored, and therefore individuals should continue to take appropriate precautions for their safety and for the security of their personal property. The Library is not responsible for unattended items.

Approved by the WJM Board of Directors, pending legal review: Aug. 23, 2023

Revised: August 26, 2025