

Portland Library CT Policy Statement on Security cameras. May 18, 2023

The Library employs video security cameras to ensure the safety and physical security of the Library facility, staff and patrons. A sign is posted at the library entrance 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 Portland Public Library.

Security Camera Locations

Reasonable efforts are made to safeguard the privacy of library patrons and employees. The video security cameras are positioned to record only those areas specified by the Director, 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 customers would not have an expectation of privacy. Examples include common areas of the Library such as entrances, public seating areas, and parking lots. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms nor will they be positioned with intent to show images on the library's computer screens.

Cameras are not positioned to identify a person's reading, viewing or listening activities in the library.

Procedures to ensure privacy

Footage or Images being recorded will NOT be actively monitored.

In the case that privacy is needed in a particular non-public meeting, or to comply with a program presenter's request, a camera's view may be blocked. Only Library staff or First Selectman's designee are authorized to block a camera's view.

Audio is not recorded.

Only the Director or persons designated by either the Director or the First Selectman is authorized to access the recorded digital video images in pursuit of incidents of criminal activity or violation of the Library Code of Conduct or in accord with the following section on requested footage. Other staff members may be given authorization to access the equipment on a limited basis.

Law Enforcement Requesting Access to Security Camera Footage

Library staff and volunteers are required to refer any law enforcement request for security camera footage or still photographs to the Library Director, or, in the absence of the

Director, the First Selectman or a designee. As a general matter, the Library does not make security camera footage or still photographs available to any agency, of federal, state, or local government unless a subpoena, warrant, or court order is issued pursuant to law. Before complying with any such requests, legal counsel is consulted to determine the proper response. The Library reserves the right to make exceptions, on a case-by-case basis, when exigent circumstances augur in favor of immediate release of such footage.

In the event of a search warrant, which is executable immediately, Library Administration will comply with the search warrant and consult with legal counsel. Upon receipt of a subpoena or other court order, Library Administration 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, Library Administration shall insist any defect be remedied before releasing records that contain patron information.

General Public Requesting Access to Security Camera Footage

Confidentiality/privacy issues prohibit the general public from viewing security camera footage. If a member of the general public wishes to obtain a copy of video footage, they shall make a Freedom of Information Act Request to the First Selectman.

Retention of Digital Images

The Library avoids creating unnecessary records, retaining records not needed for the fulfillment of the mission of the Library, as well as practices that could place personally identifiable information on public view.

Recorded digital video images are stored in a locked area in the Library. Recordings are retained for a limited period of time and then erased or recorded over. In the event of an on-going investigation or litigation, the Town may choose to retain such recordings for a longer period of time.

Approved by the Library Board 5-18-2023