



Lee Public Library

Security Camera Policy

The Lee Public Library is committed to providing a safe and welcoming environment for all patrons. To help ensure the security of our library, staff, volunteers and visitors, we use security cameras. These cameras are used solely to ensure the safety of the library property and its occupants and are not intended for any other purpose. This policy outlines how and where these cameras are used, as well as how recorded footage is accessed and managed.

Installation and Placement of Security Cameras

- Security cameras are strategically placed in public areas of the library to monitor activities and ensure the safety and security of patrons, staff, and library property. To protect individual privacy, cameras will not be installed in areas where individuals have a reasonable expectation of privacy, such as restrooms. The cameras are only located indoors.
- Cameras are not positioned in a manner that intentionally monitors or identifies an individual's reading, viewing, or listening activities within the library. There are no cameras in the old town hall.
- Notices are posted in various locations informing the public and staff of the presence of security cameras.
- Cameras are not installed for the purpose of monitoring staff performance and will not be used for routine staff performance evaluations, except in instances where a staff member violates the Library Code of Conduct or the Personnel Policy. In such cases, camera footage may be reviewed as part of an investigation.

While security cameras are in place to enhance safety, please note that they are not continuously monitored. We encourage individuals to remain vigilant and take appropriate precautions to protect themselves and their belongings.

Use and Disclosure of Video Camera Records

Our goal is to create a safe and welcoming environment for all library visitors and staff. To achieve this, we may use video surveillance and digital records. This information can help us identify individuals who violate library policies, engage in criminal activity, or damage library property. By taking the following measures, we protect our community and resources:

Confidentiality:

- Recorded data is treated as confidential and secure and will be treated with the same level of confidentiality and protection afforded to library users under New Hampshire State Law RSA Section 201-D:11 and the Library's policies.
- Access to this data is restricted to the Library Director or the Library Director's designated representative(s).

Adopted and Approved by the Board of Trustees, February 2025



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- Digital security records will not be used to identify the activities of individual library patrons unless such information is directly relevant to investigating suspected criminal activity, suspected violations of library policies, or potential civil liability claims against the library.
- The Library will not provide public access to security camera footage. If a member of the public wishes to view footage, they are advised to file a police report.
- Recordings shall not be used or disclosed other than as specifically authorized by this policy. Staff who misuse this data will be subject to disciplinary action.

Use of video data and images:

- Library security cameras are in use 24/7, recording only when motion is sensed. Data and video images from the cameras are recorded and stored digitally for up to 4 months depending on recorded footage time. In the event of a suspected crime or incident, still shots or selected portions of the recorded data will be downloaded and maintained until resolution of the specific incident.
- Authorized individuals may review recorded footage to identify those involved in suspected library policy violations or criminal activity on library property.
- The Library Director or their designated representative(s) may use still images or selected portions of recorded data to request law enforcement assistance in investigating a specific individual or a crime on library property.
- A copy of digital security data will be made available to law enforcement, when requested, subject to the approval of the Library Director.
- Images may be shared with law enforcement and library staff to identify person(s) trespassed from Library property.
- Images may be shared with law enforcement for suspected criminal activity on Library property during a limited specified period. Page 2 of 3
- Occasional spot-checking of images and recordings will occur to assure proper operation of security equipment.
- Live viewing of data may occur to alert staff to patrons in an unstaffed public area of the Library or in cases of suspected criminal activity.