EASTTOWN LIBRARY

POLICY AREA: SECURITY & EMERGENCIES

POLICY NAME: Security Camera Policy

ADOPTED: August 27, 2025

LAST REVISED:

Selected areas of the premises are equipped with video cameras that are recording at all times for the protection and safety of patrons, employees, assets, property, and to identify persons breaking the law or violating library policy.

Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Cameras may be installed in locations where staff and patrons would not have an expectation of privacy.

Video records may be used to identify the person(s) responsible for library policy violations, criminal activity on library property, or actions disruptive to library operations. Live footage may be viewed by all employees. Recorded footage may only be viewed by staff designated as management. Only the Executive Library Director ("Director") and Assistant Director are authorized to share recorded footage in pursuit of incidents of criminal activity, litigation, or violation of library policy. Images may be posted in staff only areas for the purpose of identifying banned patrons.

Security footage will be stored for 30 days unless an incident comes to the attention of the Director or management staff that would require a longer retention period.

All requests for security camera footage or still shots will be referred to the Director. The Library will comply with a court order/search warrant in a timely fashion.

Footage from security cameras will not be disclosed to the public. Video records may contain personally identifiable information about an individual who has used a library service or borrowed library materials and will be accorded the same level of confidentiality and protection provided to library users by Pennsylvania state law.