



## Peterborough Town Library

2 Concord Street, Peterborough, NH 03458-1511 ■ (603) 924-8040 ■ [PeterboroughTownLibrary.org](http://PeterboroughTownLibrary.org)

### **Security Cameras**

Security cameras may be used in selected public areas to enhance the safety and security of library users and staff by discouraging violations of the Library's Behavior Policy, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity.

### **Security Camera Locations**

Reasonable efforts shall be made to safeguard the privacy of customers and employees. The video security cameras will be 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 the permission of the Director. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms or administration areas, nor are they positioned to identify a person's reading, viewing or listening activities in the library.

1. Video recording cameras may be used in public spaces of library locations to discourage criminal activity and violations of the Library's Behavioral Policy. The recording of audio is restricted under the Electronic Communications Privacy Act and will not be used.
2. Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the library such as parking lots, entrances, seating areas, service desks, and areas prone to theft or misconduct, or areas where money is stored or handled.
3. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy such as restrooms, meeting rooms, collection areas, or private offices.
4. Signs may be posted informing the public and staff that security cameras are in use.
5. Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. Neither the Peterborough Town Library nor the Town of Peterborough is responsible for loss of property or personal injury.
6. Recorded data is confidential and secured. Video recordings will typically be stored for no longer than 30 days. As new images are recorded, the oldest images will be automatically deleted.
7. Cameras are not installed, nor will they be used for the purpose of routine staff performance evaluations.



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### **USE/DISCLOSURE OF VIDEO RECORDS**

1. Access to the archived footage in pursuit of documented incidents of injury, criminal activity or violation of the Library's Behavior Policy is restricted to the Library Director.
2. Designated staff members may also have access to real-time images, viewable on desktop monitors placed in secure areas to ensure private access. The frequency of viewing and the amount of video viewed will be limited to the minimum needed to give assurance that the system is working or to ascertain if footage is available relative to a specific incident.
3. Video images will not be maintained, provided no criminal activity or policy violation has occurred or is being investigated.
4. 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 as delineated in the Library Behavior Policy.
5. In situations involving banned patrons, stored still images may be shared with staff system-wide. Shared images may remain posted in restricted staff areas for the duration of the banning period. After the banning period ends, these images will be archived in the Administrative Offices for up to 5 years.

### **LAW ENFORCEMENT**

1. All requests for the viewing of real time or recorded images by law enforcement officials must be presented to the Library Director or Town staff designated by the Library Director to hold such authority.
2. Images may be shared by Library staff upon request by law enforcement for suspected criminal activity on library property.
3. Access is also allowed by law enforcement when pursuant to a subpoena, court order, or when otherwise required by law.

### **UNAUTHORIZED ACCESS AND/OR DISCLOSURE**

1. Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. If the Library receives a request from the general public to inspect security camera footage, they will be advised to file a police complaint.
2. 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 recording and/or a potential privacy breach has a responsibility to immediately inform the Director of the breach.



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### **DISCLAIMER OF RESPONSIBILITY**

A copy of this policy may be shared with any patron or staff member upon request. Questions from the public may be directed to the Library Director.

The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

**Edited and reapproved March 16, 2023**

**Edited and reapproved September 25, 2025**