

SURVEILLANCE CAMERAS POLICY

The Franklin Lakes Public Library strives to maintain a safe and secure environment for patrons and staff alike while protecting individuals' right to privacy. With safety as a goal, public areas are subject to the use of camera surveillance and recording. This policy is in force to deter public endangerment, vandalism, theft, and mischief and to identify those individuals involved in such activity for law enforcement purposes. Signage is posted at the Library entrance to inform the public that security cameras are in use.

Recordings are stored in a secure area and will be retained for thirty days.

Only the Library Director and their staff designees have access to real-time monitors. Confidentiality/privacy issues prohibit the general public from viewing security camera footage.

If the Library Director is involved in an incident, the Library Board of Trustees may also access the recordings.

When an incident occurs on Library premises, surveillance recordings:

- May be used to identify the person or persons responsible for actions considered disruptive to Library operations; violations of Library policy; and/or criminal conduct.
- Will be made available to law enforcement when subpoenaed or required by law. All law enforcement requests will be referred to the Library Director or, in their absence, to the Business Administrator. In the event of a search warrant, which is executable immediately, the Library's Administration will comply with the search warrant and consult with legal counsel.
- Will be retained and reviewed for as long as it may be deemed necessary by the Library Director, the Library Board, law enforcement personnel, or when otherwise compelled under the law.
- May be shared with other Library staff to designate a person(s) suspended or otherwise restricted from Library property to maintain a safe and secure environment.

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