

## **Library's Video Surveillance Policy**

The Board of Library Trustees of the John C. Hart Memorial Library strives to maintain a safe and secure environment for library staff and patrons. In pursuit of that goal, video surveillance of library property may be used.

Video surveillance records are the sole property of the John C. Hart Memorial Library.

Surveillance policy is as follows:

1. Cameras may be positioned to survey public areas.
2. Signs disclosing use of video surveillance will be posted.
3. Video surveillance may be used to help identify person(s) who have violated library policies and to help safeguard library operations, personnel and patrons.
4. Video surveillance will be monitored by authorized library staff.
5. Images may be shared with library staff as appropriate from time to time to assist staff in identifying persons suspended from library property and to maintain a safe and secure environment.
6. Video surveillance records may be used to assist law enforcement agencies in accordance with applicable laws. Video surveillance records will be kept for a minimum period 30 days.

Approved 5/25/06