

Rahway Public Library - Security Camera Policy

The Rahway Public Library prioritizes the safety of our staff and patrons. To this end, the library maintains a network of high definition security cameras to monitor areas of concern. This policy establishes the guidelines for the placement and use of these cameras. As the Rahway Public Library values the privacy of all employees and users of our facility, this policy also sets clear restrictions regarding the use of this technology outlining who may access the available footage and under what conditions.

Security Camera Purpose and Placement Guidelines

- Security cameras will be used in public places to document events involving the safety and security of patrons, staff, and Library property. Cameras will be placed in indoor and outdoor areas.
- Cameras will not be positioned to identify a person's reading, viewing, or listening activities in the Library.
- Notices are posted at the Library entrances, the parking deck, and in common areas informing the public and staff that cameras are in use.
- Cameras are not continuously monitored and therefore individuals should continue to take appropriate precautions for their safety and for the security of their personal property.
- Camera locations will not be changed without permission from the library director (hereafter "director") or their designees. Initial placement of cameras must also be approved by the director.

Use and Disclosure of Video Records

- Digital records may be used to identify the person or persons responsible for library policy violations, criminal activity, damage or destruction of library property or actions disruptive to normal library operations.
- Digital security records are not to be used to identify the activities of individual library patrons except as viewed in relation to suspected criminal activity, suspected violation of the library's policies, or incidents where there is reasonable basis to believe a claim may be made against the library for civil liability.
- Confidentiality and privacy issues prevent the Library from allowing the public to view security camera footage. If the Library receives a request from the general public to view recorded camera footage, the requesting party will be advised to file a police report.
- The director or their designees may review recorded data in order to identify those responsible for suspected library policy violations or criminal activity on library property. This footage may be shared with law enforcement, at the discretion of the director or their designees, to

investigate criminal activities that are currently in progress or support an investigation initiated by library personnel.

- Any investigations or requests for footage not initiated by the library will only be made available via court order, warrant, subpoena, or in other circumstances as required by law.
- Access to camera footage and archival materials will be exclusively available from within the library. No camera feeds or access to stored material will be made available remotely.
- The library director will be the primary custodian of all live and saved camera footage. The library director may appoint no more than one designee to serve as the custodian of all live and saved camera footage. Under no circumstances will access rights to live feeds and stored materials be shared with individuals unaffiliated with the legal entity “The Rahway Public Library” as established under NJSA 40:54 save for the express purposes of the onsite installation or technical support of these systems or as required by court order. All granted access privileges expire upon the completion of support calls and court ordered investigations.
- The library reserves the right to audit all access logs on a periodic basis to ensure the confidentiality of these records.
- Video images are stored digitally and retained for approximately 14 days.
- Recordings shall not be used or disclosed except as specifically authorized by this policy. Staff who misuse this data will be subject to disciplinary action.