



## Holderness Free Library

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[www.holdernessfreelibrary.org](http://www.holdernessfreelibrary.org)

### **Security Cameras Policy**

Security cameras are installed inside and outside at the Holderness Free Library to protect the safety and security of people, the building, and its contents, while protecting individuals' right to privacy. 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. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy such as restrooms or private offices. Signs are posted throughout the library informing the public and staff that security cameras are in use.

Because security cameras are not constantly monitored, staff and public should take appropriate precautions for their safety and for the security of personal property. Holderness Free Library is not responsible for loss of property or personal injury.

Recorded data is confidential and secured in a controlled area. Recordings may be viewed only by authorized library staff. Video surveillance records are not to be used directly or indirectly to identify the activities of individual library patrons except as viewed in relation to a specific event or suspected criminal activity, suspected violation of a library policy, or incidents where there is reasonable basis to believe a claim may be made against the library for civil liability.

Authorized library staff may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property. Public requests pursuant to RSA 91-A:5 will be considered on a case by case basis, by the Library Director and or the Board of Trustees, and restricted to outdoor area surveillance records, where patron privacy is not expected.