



# Bedford Public Library Security Camera Guidelines

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## Purpose

The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as to establish Library protocol for access to and retrieval of recorded video images at the Bedford Public Library (“Library”). The Library uses security cameras to improve the safety and security of the Library and its users and staff, by discouraging violations of the Library’s Code of Conduct. The security cameras are also used to assist Library staff in detecting and preventing any violation of law, and when necessary, to assist law enforcement in prosecuting criminal conduct, while adhering to applicable federal, state, and local laws.

## Guidelines

1. Security cameras are installed on an as-needed basis to monitor public spaces where individuals lack a reasonable expectation of privacy. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, as determined by the City.
2. Security cameras may be placed in both indoor and outdoor areas where designated Library staff can monitor activity.
3. The Bedford Public Library is a voting site. Security cameras will be turned off where voting occurs and equipment is located.
4. Access to the archived footage of security cameras will be limited to City staff, except where otherwise provided by law.
5. Library staff may review live surveillance or archived footage to cooperate with law enforcement investigations of criminal activity, missing persons, or runaways.
6. Law enforcement officials may access live or archived footage upon request, pursuant to a subpoena, court order, or when otherwise required by law.
7. Library staff have access to real-time monitors. Because security cameras are not constantly monitored, staff and the public should take appropriate precautions for their safety and for the security of personal property. The City of Bedford is not responsible for loss of property or personal injury that occurs at the Library.
8. Surveillance footage will be routinely maintained for approximately 30 days; however, the failure of the City to delete the footage within 30 days shall not give rise to a private cause of action against the City. In cases where criminal or civil litigation is involved, recordings or still shots will be kept until 30 days after final judgment or as otherwise directed by law enforcement.
9. In situations involving patrons who have been banned from the premises, stored images may be shared with all Library staff or law enforcement.



10. Confidentiality/privacy issues prohibit the general public from viewing security camera footage, except where disclosure is otherwise required by law.

