

North Brunswick Public Library Library Security Camera Policy

Purpose

The North Brunswick Public Library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Because library staff is unable to provide direct supervision over all areas within the library and library grounds, video security cameras have been placed at selected locations in order to observe and record visible activities of persons within the library and library grounds in lieu of direct supervision.

Observation of activity, whether in real time or from digitally recorded storage, shall be limited to activities that are specific to library operations, may affect the safety and security of patrons and staff, and provide protection for library assets or property. Real-time monitors may be set up in public areas at the discretion of the library director.

In the event of a reported or observed incident, the review of recorded information may be used to assist in the investigation of the incident. The library will maintain control of and responsibility for the security camera system at all times.

Privacy and Confidentiality

Reasonable efforts shall be made to safeguard the privacy of patrons and staff. Camera placement shall be determined by the library director to maintain a safe and secure environment in compliance with library policies. Cameras may be installed in locations where patrons and staff would not have an expectation of privacy. Examples include common areas of the library such as entrances, near book and media collections, public seating and parking lots. Cameras will not be installed in areas where patrons and staff have a reasonable expectation of privacy, such as restrooms, nor are they positioned to identify a person's reading, viewing or listening activities in the library.

To the extent that any recorded images include identifiable persons using any library service or borrowing any library item, such record shall be treated as confidential as provided in NJSA 18A:73-43.2. Only designated library staff may view real time images or screen recorded images for potential breach of confidentiality. Any inadvertent views of protected information shall be held in confidence by the library staff under the library's confidentiality policy.

Public Notice

Signage shall be conspicuously displayed within the library advising of the recording of video images. Conversations or other audible communication shall not be monitored or recorded by the security cameras.

Data Storage

Cameras will record activities in real time and images will be saved to the camera's internal storage. The capacity of the storage system allows for images to be stored for at least 14 days. Current software deletes images automatically as the capacity of the camera's internal storage is reached. The library is not obligated to store images past the 14-day limit.

Cameras will not be monitored continuously by staff. Authorization to view stored images may be granted by the library director or his/her designee(s).

Authority to Access Recorded Data

Only the library director is authorized to access video in real time or in recorded format. The library director holds the authority to designate library staff members who may access video in real time or in recorded formats.

Circumstances under which designated staff may access images in real time include, but are not limited to, observation of areas beyond view from designated work stations for assurance of safety and security. Access to real time or recorded imagery is also authorized to designated staff upon report of suspicious behavior, including policy violations, criminal activity, destruction or theft of library property or assets, or other activity that may be disruptive to library operations.

Only the library director is authorized to remotely access video in real time or in recorded format. The library director will not grant permission to or the ability to remotely access video in real time or in recorded format to any library staff member or outside person, organization or agency.

Library Use of Images

Video records and still photographs may be used by authorized individuals to identify person(s) responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations or harmful to the provision of library services.

Video records and still photographs may be shared with authorized library staff upon approval of the library director to identify those suspended from library property and to maintain a safe, secure, and policy-compliant environment.

Law Enforcement

All requests for the viewing of real time images or recorded images by law enforcement officials must be presented to the library director. If the library director is unavailable, such requests shall be presented to the library staff member designated by the library director to hold such authority. Law enforcement may view recorded images unless such images include records protected by NJSA 18A:73-43.2, in which case such records would be released only pursuant to a valid court order.

Public Disclosure

All requests for public disclosure of recorded images shall be presented to the library director or the administrative staff member designated to act in his/her stead. Guidelines for public disclosure of video imagery shall follow the procedures established by the Township of North Brunswick in accordance with NJSA 47:1A-1 et seq.

Unauthorized Access and/or Disclosure

A breach of this policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video record and/or a potential privacy breach has a responsibility to ensure that the library director is immediately informed of the breach.

Approved by the Library Board of Trustees

August 15, 2018

N.J.S.A.

18A:73-43.2. Confidentiality of library users' records

Library records which contain the names or other personally identifying details regarding the users of libraries are confidential and shall not be disclosed except in the following circumstances:

- a. The records are necessary for the proper operation of the library;
- b. Disclosure is requested by the user; or
- c. Disclosure is required pursuant to a subpoena issued by a court or court order.

L.1985, c. 172, 2.

N.J.S.A.

47:1A-1 Legislative findings, declarations.

1. The Legislature finds and declares it to be the public policy of this State that:

government records shall be readily accessible for inspection, copying, or examination by the citizens of this State, with certain exceptions, for the protection of the public interest, and any limitations on the right of access accorded by P.L.1963, c.73 (C.47:1A-1 et seq.) as amended and supplemented, shall be construed in favor of the public's right of access;

all government records shall be subject to public access unless exempt from such access by: P.L.1963, c.73 (C.47:1A-1 et seq.) as amended and supplemented; any other statute; resolution of either or both houses of the Legislature; regulation promulgated under the authority of any statute or Executive Order of the Governor; Executive Order of the Governor; Rules of Court; any federal law, federal regulation, or federal order;

a public agency has a responsibility and an obligation to safeguard from public access a citizen's personal information with which it has been entrusted when disclosure thereof would violate the citizen's reasonable expectation of privacy; and nothing contained in P.L.1963, c.73 (C.47:1A-1 et seq.), as amended and supplemented, shall be construed as affecting in any way the common law right of access to any record, including but not limited to criminal investigatory records of a law enforcement agency.

L.1963, c.73, s.1; amended 2001, c.404, s.1.