



AVON
FREE PUBLIC LIBRARY

Security Camera Policy

Purpose:

The Avon Free Public Library (the "Library") provides a quiet, welcoming atmosphere to those who visit and take advantage of all it has to offer. Helping to promote the comfort and safety of library users, as well as library staff, are security cameras strategically placed throughout the facility. They monitor daily activities, discourage violations of the Library's rules of behavior, safeguard assets and property, and may, if necessary, aid law enforcement in criminal matters. This policy establishes guidelines for the use of those cameras.

Scope:

This policy applies to the Library's security cameras and the retrieval, viewing, and use of the images they record.

Roles and Responsibilities:

The Library Director (the "Director") is responsible for ensuring compliance with the terms of this policy. It is also their responsibility to determine camera placement in accordance with the advice of the Library's security consultants.

The Director and/or designated staff may view real-time or recorded images when there is reason to believe a breach of security, threat to safety, or violation of law has occurred or when such images may be helpful in maintaining Library operations.

Regardless of the presence of security cameras, the public and staff should take appropriate precautions for their safety and the security of their personal property. The Library is not responsible for the loss of property or personal injury.

Procedures:

1. **Public Notice:** A sign informing the public that video cameras are in use is posted at the Library entrance. Similar signs may be placed in other locations at the discretion of the Director.
2. **Camera Locations:** Reasonable effort is made to safeguard the privacy of library patrons and employees. Cameras are positioned to monitor public areas within and outside the Library. They are not placed in areas where there is a reasonable expectation of privacy such as restrooms or the staff room and are not positioned in such a way as to identify a person's reading, viewing, or listening activities.
3. **Data Storage:** Video images are recorded in real time and saved digitally to the camera server's hard drive. The storage system retains images for at least 7 but no longer than 21 days. They are then automatically deleted unless needed to an ongoing investigation.

4. **Access to Recorded Data:** Access to the stored images is strictly limited. The Library Director and designated staff may review the images in order to evaluate suspected violations of the Library's policies, threats to the comfort and safety of patrons or staff, incidents of suspected criminal activity, and matters related to litigation.

Senior managers of the Avon Public Works Department may have access to camera footage in order to observe or detect maintenance or public safety issues on Library grounds.

At the discretion of the Director, authorized staff, members of the public involved in an incident at the Library, and/or Town of Avon personnel, including the police, may review recorded images when such access is deemed helpful in assessing security concerns related to public safety or a specific incident.

Access is also allowed pursuant to a subpoena or court order, or when otherwise required by law. All requests for access are referred to the Library Director or, in their absence, their designee.

Location:

This policy is housed on the Avon Free Public Library Website:

<https://www.avonctlibrary.info/policies/>

A copy is maintained in the Library's Administrative Office.

Adopted by the Library Board of Directors: September 18, 2012

Revised: October 18, 2016

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