



Pelham Public Library  
24 Village Green  
Pelham, NH 03076  
Telephone: (603) 635-7581  
www.pelhampubliclibrary.org

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## **Security Camera Policy**

The purpose of this policy is to establish guidelines for the placement and use of security cameras, as well as the access and retrieval of recorded video images at the Pelham Public Library. The Pelham Public Library is a public space. Visitors, patrons, and staff should have no expectation of privacy anywhere inside or outside of the building, except in the restrooms and private offices. Security cameras are utilized at various places in the library for safety and security reasons.

### **Purpose**

- Pelham Public Library uses security cameras to enhance the safety and security of library users and staff by discouraging violations of the Library's Rules and Regulations, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity.
- Patron and staff safety is the highest priority in any situation. The protection of library property is of secondary importance.
- Cameras are not installed nor will they be used for the purpose of routine staff performance evaluations.
- Staff do not constantly monitor security cameras; staff and public should take appropriate precautions for their safety and for the security of personal property. Neither the Pelham Public Library nor the Town of Pelham is responsible for loss of property or personal injury.
- The Pelham Public Library Board of Trustees may modify, amend, or supplement this policy as it deems necessary and appropriate.
- The Library, its Board of Trustees, or its employees are not responsible for the protection against or prevention of personal injury or loss of property.

### **Privacy and Confidentiality**

- As noted, Pelham Public Library is a public building. Cameras are installed in public spaces where individuals should have no expectation of privacy such as common entrances and exits. Cameras are not placed in areas where there is a reasonable expectation of privacy such as restrooms or private offices.
- Pelham Public Library adheres to New Hampshire laws regarding the confidentiality of library records and no records are utilized to view patron data:

#### ***Title XVI, 201-D:11 Library User Records; Confidentiality***

I. Library records which contain the names or other personal identifying information regarding the users of public or other than public libraries shall be confidential and shall not be disclosed except as provided in paragraph II. Such records include, but are not limited to, library, information system, and archival records related to the circulation and use of library materials or services, including records of materials that have been viewed or stored in electronic form.

## **Public Notice**

- A sign will be posted at the Library entrance informing the public that security cameras are in use. No audio is recorded.
- A copy of this policy may be shared with any patron or staff member upon request. The policy is also posted on the Pelham Public Library's official website.

## **Data Storage**

- Recorded data is confidential and secured in a controlled area. Video recordings will typically be stored for no longer than 30 days. As new images are recorded, the oldest images will be automatically deleted. The Pelham Public Library is not responsible if recordings are deleted.

## **Authority to Access Data**

- Access to recorded data and archived footage to secure documented incidents of criminal activity or violation of the Library's Patron Behavior Policies is restricted to authorized staff: Library Director, Department Heads and other staff who may be designated by the Director. Authorized staff also have access to real-time monitors.
- Video surveillance records are not intended to be used directly or indirectly to identify the activities of individual Library patrons. Exceptions may be made at the discretion of the Library Director or pursuant to law enforcement request. 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.
- In situations involving suspicious activity or banned-and-barred patrons, The Library may share stored video and still images with staff system-wide. The Library may post shared images in restricted staff areas for the duration of the banning period.

## **Law Enforcement**

- All requests for the viewing of real time or recorded imagery by law enforcement officials must be presented to the Library Director or supervisory staff designated by the Library Director to hold such authority in writing. Access is also allowed by police, pursuant to a subpoena, court order, emergency situation, or when otherwise required by law.

## **Public Disclosure**

- Confidentiality and privacy issues prohibit the general public from viewing security camera footage. If the Library receives a request from the general public to inspect security camera footage pursuant to an alleged crime, they will be advised to contact the Pelham Police Department.