



Policy on Surveillance Cameras Bergenfield Public Library

The Bergenfield Public Library strives to maintain a safe environment for patrons and staff. With safety as a goal, public areas will be subject to surveillance cameras. Signage at the Library entrances will indicate the presence of interior and exterior surveillance. Surveillance cameras will be positioned in a manner designed to minimize intrusion.

Surveillance recordings are a recognized means of deterring disruptive or criminal incidents from occurring, and are a viable tool for identifying and prosecuting offenders.

Surveillance recordings will be retained for thirty days or until the capacity of the system has been reached, whichever occurs first. When capacity is reached, the oldest stored images will be deleted automatically by the system software.

Only the Library Director and his/her staff designees will have access to live camera images. The general public will not have access to live images or surveillance recordings. If the Library Director is involved in an incident, the Library Board may also access the recordings.

When an incident occurs on Library premises, surveillance recordings:

- Will be used to identify the person or persons responsible for: actions considered to be disruptive to Library operations; violations of Library policy; and/or criminal conduct.
- Will be made available to law enforcement or when required by law.
- Can be retained and reviewed for as long as considered necessary by the Library Director, the Library Board, law enforcement personnel, or when otherwise compelled under the law.
- Can be shared with other Library staff to designate person(s) suspended or otherwise restricted from Library property in order to maintain a safe and secure environment.

Approved by Library Board of Trustees, December 11, 2014