

Exeter Community Library Security Camera Policy

1. Policy Statement

The Exeter Community Library (Library) is committed to maintaining a safe, welcoming, and secure environment for patrons, staff, volunteers, and library property. In support of this objective, the Library utilizes a limited video security camera system in selected public areas of the facility. The video security system is used solely for safety, security, loss-prevention, and risk management purposes, and to assist law enforcement when legally appropriate. The system is intended to supplement, not replace, other established library security and safety procedures.

The Library recognizes and respects the importance of patron confidentiality and privacy as reflected in Pennsylvania public library best practices and applicable state law. The use, access, retention, and disclosure of video recordings shall be conducted in a manner consistent with these principles.

2. Definition

The video security camera system is a closed, non-public network of fixed cameras that capture and transmit images to a limited number of authorized monitors and recording devices. The system does not include audio recordings.

3. Authorized Access

Access to live or recorded video footage is strictly limited to the Library Director, and employees specifically designated by the Director. Still images or brief video segments may be shared with other staff members only when necessary for legitimate operational or security purposes.

4. Privacy Protections

The Library shall make reasonable efforts to safeguard the privacy of patrons, staff, and volunteers. Cameras shall not be installed in areas where individuals have a reasonable expectation of privacy, including but not limited to restrooms or private offices not open to the public.

5. Retention of Recordings

Video recordings shall be retained for a limited period consistent with the Library's records retention practices, after which they will be automatically deleted or overwritten. Recordings that are reasonably believed to document criminal activity, safety incidents, or security concerns may be retained for a longer period as required for investigation, legal proceedings, or insurance purposes.

6. Use of Recordings

The Director or the Director's designee may review recordings and use still images or portions of video footage to assess security risks, investigate incidents, or request review by law enforcement.

7. Disclosure to Law Enforcement

Recorded footage will be made available to law enforcement agencies when required by law or pursuant to a lawful request in connection with an official investigation. Only the Director or the Director's designee is authorized to release video recordings or images to law enforcement.

8. Confidentiality and Security of Data

The digital video recorder, live feeds, and recorded data are considered confidential library records. All video data shall be stored and maintained in a secure manner with appropriate physical and electronic safeguards to prevent unauthorized access, use, or disclosure.

9. Public Notice

Clearly visible signage shall be posted at library entrances and in monitored areas to inform the public that video security cameras are in use on the library premises.

10. Policy Review

This policy shall be reviewed periodically by the Library Director and the Board of Trustees to ensure continued compliance with Pennsylvania law, including records retention requirements, professional library standards, and best practices.

Adopted by the Board of Trustees: 02/09/2026

