

Purpose

Security cameras are installed in the parking lot of the Wolfeboro Public Library to protect the safety and security of the people, the building, and its contents, while protecting individuals' right to privacy. Only authorized Library staff and the Town of Wolfeboro Police Department may view the recordings.

Placement of Cameras

Cameras are installed outdoors, in the library parking lot where individuals lack a reasonable expectation of privacy. A sign is posted in the lot informing the public and staff that security cameras are in use.

Because security cameras are not constantly monitored, staff and public should take appropriate precautions for their safety and for the security of personal property. Wolfeboro Public Library is not responsible for loss of property or personal injury.

Storage and Access to Recorded Data

Recorded data is confidential and secured in a controlled area. Video recordings will typically be stored for no longer than three weeks. As new images are recorded, the oldest images will be automatically deleted.

Video surveillance records are not to be used directly or indirectly to identify the activities of individual Library patrons except as viewed in relation to a specific event or suspected criminal activity, suspected violation of Library policy, or incidents where there is reasonable basis to believe a claim may be made against the Town or Library for civil liability. Authorized Library staff and/or Police Department staff may use a still shot or select portions of recorded data to investigate a crime on library property.

Access is also allowed by law enforcement when pursuant to a subpoena, court order, or when otherwise required by law.

Patrons who experience a crime such as theft of personal possessions while at the library must submit a report to law enforcement. Members of the public will not be granted access to recorded data.

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 recording and/or a potential privacy breach has a responsibility to immediately inform the Director of the breach.

Disclaimer of Responsibility

Questions from the public may be directed to the Library Director. The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility, and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

Approved Board of Trustees: 3/8/21; Revised and Adopted: 2/12/24; Revised and Adopted: 3/10/25