

## **Security Camera Policy**

The Eastham Public Library maintains security cameras inside and outside of the Eastham Public Library to help ensure the safety of library patrons and staff. The cameras also serve as a deterrent to theft, vandalism or other illegal activities in the Library and on Library grounds.

The Library strives to protect patron privacy and confidentiality. Cameras will not be placed in areas where there is a reasonable expectation of privacy, such as in restrooms. Nor will they be positioned to identify a person's reading, viewing or listening activities.

The recorders and the recorded data are located in a limited access, controlled area. When an incident occurs that may affect the safety and security of the Library and its occupants, or may be required for potential legal proceedings, the Town/Library reserves the right to save recordings for as long as necessary.

Only the Library Director, the Assistant Director, Information Systems Staff, the Town Administrator, and law enforcement officials are authorized to view raw recorded data.

On those occasions when an incident occurs that may affect the safety and security of the Library and its occupants, the Library/Town reserves the right to review camera footage without the involvement of law enforcement officials.