



Security Camera Policy

Security Cameras are installed in the Swarthmore Public Library to enhance the safety and security of library users and staff by discouraging violations of the Library's Code of Conduct, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity.

Surveillance cameras are positioned to monitor public areas of the library but are not positioned to identify a person's reading, viewing, or listening activities. Signs are posted within the library indicating that the facility is monitored by surveillance cameras. The recording of audio is restricted under the Electronic Communications Privacy Act and will not be used.

All images from the security cameras are for the use of the library and will be viewed in secure areas by authorized library staff only. Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. If the Library receives a request from the general public to inspect security camera footage, they will be advised to file a police complaint.

Images will be stored for 30 days provided no criminal activity or policy violation has occurred or is being investigated. The images may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property or actions considered disruptive to normal library operations as delineated in the Library Code of Conduct.

Adopted by the Swarthmore Public Library Board of Trustees October 18, 2016