

SECURITY CAMERA POLICY

Policy Approved: 02.11.2026
Review Date: 2029

The Liverpool Public Library strives to maintain a safe and secure environment for its patrons and staff. The use of security cameras helps to protect the Library's patrons, staff, and property against harm, theft, or vandalism and can assist in identifying persons breaking the law or the Patron Code of Conduct.

In recognition of this objective, all entrances, exits, and selected public areas of the Library premises are equipped with video cameras that are recording at all times. Signage is posted at the Library entrances stating that the Library has video surveillance cameras in use.

The Library's video monitoring system shall be used only for the protection and safety of patrons, staff, assets, and property. No audio will be recorded. Reasonable efforts shall be made to safeguard the privacy of patrons and staff. Security cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy, such as restrooms and staff break areas.

Authorized personnel views live footage as needed. Images from the library's security cameras are stored digitally for a period of time determined by the storage capacity of the equipment. As new footage is recorded, the oldest footage will automatically be deleted.

Typically, the images are not reviewed. If an incident comes to the attention of the Library Director, administration, or security staff, the retained images can be reviewed and saved for as long as necessary.

Video recordings and photos obtained through the video monitoring system will be released as necessary and in accordance with applicable laws, such as in response to search warrants, court orders, requests by the police for an active investigation, or to forestall the imminent escape of a suspect or destruction of evidence.

Although recorded information from security cameras will be retained for a period of time, if an incident occurs that requires holding the recording longer, the Library will do so. In the event of a reported or observed incident, the recorded information may be used to assist in the investigation of the incident. The Library will maintain control of and responsibility for the video monitoring equipment and images.