



## Video Surveillance Policy

For the safety of patrons and staff, and for the protection and safeguarding of Township resources, the Millburn Free Public Library operates a 24-hour video surveillance system. Signs are posted at library entrances informing the public that security cameras are in use.

Digital recording begins automatically whenever a camera detects activity. Images are recorded to a Digital Video Recorder (DVR). The DVR is located in a secure area of the Millburn Free Public Library and is accessible by the Director of the Library and his or her designees. Access to the system and its recordings will be governed by the Policy on the Confidentiality of Library Records and NJSA 18A:73-43.1 and 18A:73-43.2.

The library maintains 9 TB (terabytes) of recording space on its video surveillance DVR. Once the 9 TB is filled, new recordings will automatically overwrite the oldest recordings, unless they are required as part of an ongoing investigation or litigation. Additional storage space may be added if deemed necessary.

Cameras and recordings may be accessed by the Director or his or her designee in the pursuit of criminal incidents or violations of the library's Code of Conduct. They may also be accessed periodically to verify functionality of the system.

Cameras will only be located in public areas of the Library.

Confidentiality and privacy laws prohibit the general public from viewing security camera images or recordings.

Library staff are required to refer any law enforcement request for security camera footage or still photographs to the Library Director, or, in his or her absence, his or her designee. The library does not make security camera footage or still photographs available to any agency of federal, state, or local government unless a subpoena, warrant, or court order is issued pursuant to law.

Before complying with any such requests, legal counsel is consulted to determine the proper response.

In the event of a search warrant, which is executable immediately, Library Administration will comply with the search warrant and consult with legal counsel. Upon receipt of a subpoena or other court order, Library Administration shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, library Administration shall insist any defect be remedied before releasing records that contain patron information.

*Approved by the Board of Trustees  
June 27, 2016*