

Woonsocket Harris Public Library Security Camera Policy

The Woonsocket Harris Public Library strives to maintain a safe and secure environment for its patrons and staff. This policy establishes guidelines for the placement, intended purpose, and use of digital video cameras in public areas, as well as the access and retrieval of recorded digital video images at the Woonsocket Harris Public Library. The security cameras do not use facial recognition technology, and sound is not captured.

Security Camera Locations

Reasonable efforts are made to safeguard the privacy of patrons and employees. Because library staff cannot directly supervise all areas, digital security cameras are placed indoors and outdoors to observe visible activities. Cameras are not installed in private areas, such as restrooms, nor are they positioned to record a person's reading, viewing, or listening activities. Library staff may check activity periodically, but cameras are not constantly monitored. Staff and patrons should take precautions to ensure their safety and protect their personal property.

Access to Digital Images

Library staff, in the course of their normal duties, may monitor the live video security system. Images are stored digitally on the library's surveillance system hardware and are retained for one month approximately, or until the system's image capacity is reached. Only the Director and Assistant Director are authorized to access the recorded archival data in pursuit of incidents of criminal activity, litigation, or to ascertain information related to actions considered disruptive to normal Library operations in violation of the library's [Patron Behavior Policy](#). Under certain circumstances, individuals authorized under this policy may use a still photograph or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on Library property. Video records may be shared with authorized library employees, upon approval by the Director, to identify those suspended from Library property and to maintain a safe, secure, and policy-compliant environment. Confidentiality/privacy issues prohibit the public from viewing security camera footage. If the Library receives an oral/verbal request from a member of the public to inspect security camera footage, they will be advised to file an Access to Public Records Act ("APRA") request and the APRA request will be reviewed and handled by the Library Administration and Legal Counsel.

Confidentiality of Patron Information

Video records may contain personally identifiable information about an individual who has used any Library service or borrowed any Library materials ("patron information"), and will be accorded the same level of confidentiality and protection provided to Library users by Rhode Island General Law, Minimum Standards and Regulations for Rhode Island Public Libraries, the Woonsocket Harris Public Library, and the American Library Association's policies on confidentiality and privacy. 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 that any defect be remedied before releasing records that contain patron information. If the library director is unavailable, such requests shall be presented to the administrative or supervisory staff designated by the library director to hold such authority.