

ADM-1 Closed Circuit Television Monitoring and Recording in the Library for Safety, Security and Loss Prevention

• **Policy Statement:**

- Whereas safety, security and loss prevention are important interests of the Library, it shall be Library policy to take appropriate measures to secure those interests. Closed Circuit TV (CCTV) monitoring and recording will be one of the measures employed in pursuit of these interests. Recordings will not be used for any purpose other than to carry out the Library's business interests.

• **Guidelines:**

1. CCTV may be used in any area of the Library premises or grounds as determined appropriate by the Library Director, except for those locations specifically prohibited by Federal and/or State laws.
2. CCTV will consist of video only. No audio will be transmitted or recorded.
3. CCTV recordings will be stored for a period of time deemed reasonable by the Library Director.
4. Where appropriate, as determined by the Library Director, CCTV recordings may be furnished to law enforcement agencies.
5. The Library Director shall post signage at public entrances indicating that CCTV is in use on the premises. The policy also shall be posted on the Library's website www.hinghamlibrary.org.
6. Any questions regarding this policy should be referred to the Library Director.
7. This policy may be amended, as needed.