

MONROE TOWNSHIP PUBLIC LIBRARY SURVEILLANCE POLICY

The Library uses surveillance cameras to ensure a safe and secure environment for patrons and staff. This equipment helps protect the library's property against theft or vandalism and can assist in identifying intruders and persons breaking the law or violating the library's Acceptable Conduct Policy.

Surveillance cameras are not used in rest rooms, nor are they positioned to identify a person's reading, viewing or listening activities in the library. Surveillance will not be used for monitoring staff performance.

Recorded information from security cameras is retained for one month, unless an incident occurs that requires holding the image longer. 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 security surveillance equipment at all times.

Any information obtained through the video surveillance system may only be used for the purposes set out in this policy and must relate to the protection of the staff and the public, or assist in the detection and deterrence of criminal activity, vandalism and dumping of unwanted property.

Law Enforcement

All requests for viewing of real time or recorded imagery by law enforcement officials must be presented to the library director. If the library director is unavailable, such requests shall be presented to the administration or supervisory staff in the building. Law enforcement may view recorded images, unless such images include patron records protected by NJSA 18A:73-43:2 in which case such records would be released only pursuant to a valid court order.

Public Disclosure

All requests for public disclosure of recorded images shall be presented to the library director or administrative staff designated to act in his/her stead.

Guidelines for public disclosure of video imagery shall follow procedures established by NJSA 47:1A-1.

Adopted: October 16, 2018