



Gleason Public Library

SECURITY CAMERA POLICY

Adopted by the Board of Library Trustees March 10, 2026

Purpose

The purpose of this Policy is to establish guidelines governing the placement, use, access, retention, and disclosure of digital video security systems at the Gleason Public Library (“Library”). The Library strives to maintain a safe and secure environment for its patrons and staff. Security cameras may be used in public areas of the Library, both indoors and outdoors, to: discourage criminal activity, deter violations of Library policies, and assist in the investigation of incidents occurring on Library property. The use of digital video security systems is intended solely for safety and security purposes and not for routine monitoring of lawful Library use.

Security Camera Placement and Privacy Protections

Camera placement shall be determined by the Library Director or their designee based on legitimate safety and security needs. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as restrooms. Cameras shall not be positioned or configured to identify a patron’s specific reading, viewing, research, or listening activities. However, if recorded footage or still images incidentally capture identifiable individuals requesting information, browsing materials, or checking out items, such footage or images shall be treated as confidential records to the extent authorized by Massachusetts law (including laws protecting the confidentiality of library records) and consistent with Library policy.

Recordings shall be video only. No audio shall be recorded or transmitted.

Security cameras are not continuously monitored. The presence of security cameras does not guarantee safety. Patrons and staff remain responsible for taking reasonable precautions to protect themselves and their personal property.

Public Notice

The Library will post conspicuous signage at entrances and within the Library informing the public that video recording is in use.

Access and Retention

Data is recorded digitally and stored for no longer than 30 days, unless otherwise required to be preserved for an investigation, litigation hold, public records request, or other lawful purpose.

Access to live or recorded video footage or still images shall be limited to the Library Director or their designee.

Video footage or still images may be reviewed only in connection with: suspected criminal activity, suspected violations of Library policy, or incidents where there is a reasonable basis to believe a claim may be made against the Library or Town of Carlisle.

Relevant portions of video footage and still images may be shared with authorized Library staff strictly for purposes of identifying individuals involved in an incident or enforcing a suspension or ban. Any such footage or images shall be treated as confidential and shared only on a need-to-know basis.

Disclosure

Video footage and still images may be disclosed to requesting law enforcement upon receipt of a subpoena, court order, or other lawful process; when otherwise required by law; or upon written request in connection with an active criminal investigation, with approval of the Library Director or their designee. The Library shall retain a copy of any written request or legal process associated with the disclosure. All disclosures shall be handled in a manner consistent with Massachusetts law and the confidentiality protections applicable to library records.

Library patrons seeking access to recorded video footage or still images must make requests through applicable Massachusetts public records process. The Library will not release video footage or still images directly to private individuals except as required by law.