

# Cranbury Public Library

## Video Surveillance Policy

The Cranbury Public Library strives to maintain a safe and secure environment for its patrons and staff.

Cranbury Public Library currently rents space inside Cranbury School. Since this space is contiguous to the Cranbury School, the Electronic Surveillance policy of the Cranbury School District Board of Education is in effect. (attached)

In pursuit of our joint objective to provide a safe and secure environment, certain public areas of the library determined by the school are under continuous video surveillance and recording. The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded video images at the Cranbury Public Library.

Reasonable efforts will be made to safeguard the privacy of patrons and employees.

### Procedures

- The public will be notified, using clearly worded signs prominently displayed at the perimeter of the video surveillance areas, so that library visitors have reasonable and adequate warning that surveillance is or may be in operation, before entering any area under video surveillance
- Signage will be posted at the library disclosing this activity
- Signs posted in relevant areas read "Notice: Video Surveillance in use on these premises. The Cranbury Board of Education has installed 24 hour surveillance cameras in this area"
- Access to the archived footage in pursuit of documented incidents of criminal activity or violation of the Cranbury School's policy is restricted to designated staff.
- Access is also allowed by police when pursuant to a subpoena, court order, or when otherwise required by law.

### Guidelines

- Digital video security cameras will be placed in areas selected and monitored by Cranbury School staff.
- Because security cameras are not constantly monitored, staff and public should take appropriate precautions for their safety and for the security of personal property. Neither the Cranbury Public Library, Cranbury School nor the Township of Cranbury is responsible for loss of property or personal injury
- Cameras will be installed in public spaces where individuals lack a reasonable expectation of privacy.
- Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as in restrooms.

- Cameras will not be installed for the purpose of monitoring staff performance.

The Electronic Surveillance policy of the Cranbury School District Board of Education is as follows --

The Board of Education authorizes the use of electronic surveillance systems on district property to insure the health, welfare and safety of all staff, students and visitors. Video cameras may be used in locations as deemed appropriate by the Chief School Administrator

#### STUDENT RECORDS

The content produced by the surveillance system under certain circumstances may be considered a student record, in which it will be subject to the Board of Education policy and procedures regarding confidential student records. If the content of the surveillance system becomes the subject of a student disciplinary proceeding, it may be treated like other evidence in the proceeding, and the district declares such use to be a legitimate educational interest

#### NOTICE

The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property. The following statement shall be included in all handbooks, the school calendar and posted in a prominent, public place in buildings where electronic surveillance equipment is being used:

The Cranbury School District Board of Education has authorized the use of electronic surveillance systems on school property to insure the health, welfare and safety of all staff, students and visitors. The system may be used to monitor student behavior in order to promote and maintain a safe environment and for other security purposes. Students and parents are hereby notified that content of the surveillance system may be used in a student disciplinary proceeding. Surveillance content will be routinely erased on a periodic basis and will only be retained if necessary for use in a student disciplinary proceeding or other matter determined necessary by the administration

Students are prohibited from tampering with any electronic surveillance system. Students found in violation of this regulation will be disciplined in accordance with the District discipline policy and shall reimburse the District for any repairs or replacement necessary as a result of the tampering