

Placitas Community Library Security Camera Policy

Security cameras are installed in the Placitas Community Library to ensure a safe and secure environment for its patrons and staff, the building and its contents, while protecting individuals' right to privacy. Signage will be posted at the library entrance informing the public that security cameras are in use.

The library's security camera system will only be used for the protection and safety of library visitors, employees, library property and to identify persons breaking the law, or engaging in actions considered disruptive to normal library operations.

Only the Library Director, PCL Administrator or designated volunteers may view real-time or archived recordings. Images from the security cameras will not be disclosed to patrons for any reason, unless specifically authorized by law enforcement. All requests to view or obtain security camera images must be presented to the Library Director or PCL Administrator.

Cameras should be positioned to monitor public areas of the library only and should not be positioned to identify a person's reading, viewing, or listening activities in the library.

For investigations initiated by law enforcement agencies, recorded data will be made available to law enforcement upon presentation of a valid court order or subpoena establishing probable cause to review the data. However, in emergency situations that present imminent danger of physical harm, law enforcement may obtain images without a court order.

Images from the Library's security cameras are stored digitally on hardware in the Library. Images are usually not reviewed unless an incident occurs that requires review by the Library Director or designated personnel. Recorded data is confidential and should be secured in a controlled area. Recordings will typically be stored until automatically deleted by the Network Video Recorder (NVR) system or as required as part of an ongoing investigation.