



Video Surveillance Policy

1. Purpose. The purpose of this Policy is to define and control the use of video cameras in and around the Library. Such cameras are to be used solely for the narrow purpose of enhancing the physical security of the Library, its property, staff, and patrons. It is intended to help deter crimes and inappropriate behavior, and to offer evidence for the investigation and possible prosecution of such actions.

2. State Library Confidentiality Law. Maine state law provides for the protection of certain privacies with respect to users of public libraries. This law protects the right of citizens to be able to access all information freely at public libraries, without any fear or concern of repercussions, judgment, persecution, or incursions on personal privacy. See specifically Title 27 MRS §121.

3. Exceptions for Government Meetings. Government meetings are held frequently within the Library. Government meetings are subject to relevant public laws about meeting privacy, public access, public participation, recording, and broadcasting, and as such, this Library Policy does not apply to these meetings.

4. Definitions. The following definitions shall apply:

A. Authorized Staff. Authorized Staff are the Library's Executive Director, Assistant Director, Technology Librarian, or a person designated to fulfill their function in their absence.

B. Court Order. A Court Order is a subpoena or any other order of a court of competent jurisdiction.

C. Library Staff. For purposes of this Policy only, Library Staff shall be the paid employees engaged in primary library functions, as opposed to volunteers, contractors, or employees whose primary job function is of a general nature, such as accounting, building maintenance and so forth.

D. Public Library. Public Library means a library freely open to all persons and receives financial support from a municipality, private association, corporation or group. The above serves the informational, educational and recreational needs of all the residents of the area for which its governing body is responsible. (Quoted directly from Maine state law, MRS Title 26 §110.10.)

5. Expectations of Privacy. The following shall apply:

A. Exterior. The property and building of the York Public Library are privately owned by the York Public Library Association. However, there is a municipal interest in the property because of the ongoing relationship of the Town and Library. The Town and Library maintain a Memorandum of Understanding relating to, in part, public use of the parking lot. For this reason, there shall be no expectation of privacy in any manner on the property outside of the Library building.

B. Interior. Within the building, the following shall apply:

1. *Communal Spaces*. There should be no general expectation of privacy within the Library building's communal spaces.
2. *Private Spaces*. There shall be an expectation of privacy in spaces such as restrooms, enclosed staff offices, storage areas, utility spaces, and meeting rooms (except as provided in subsection 3, below) as these spaces are not of a communal nature.
3. *Government Meetings*. Expectations of privacy at government meetings are established by laws imposed on the unit of government conducting the meeting and the nature of the meeting itself.

6. Video Surveillance. The following standards shall apply.

A. Locations.

1. *Outside the Building*. The Library may utilize video surveillance anywhere on the outside of the building and around the property. This shall be video only, without audio. Resolution shall be as deemed appropriate to fulfill the purpose of this Policy, and to this end, it may well be possible to identify people, license plates and so forth utilizing the video data. Library cameras shall not record matters deemed confidential by the State Library Confidentiality Statute.
2. *Inside the Building*. Two standards are applicable here.
 - a. *By the Library*. The Library may utilize video surveillance within the interior of the building. This shall be video only, without audio. Resolution shall be as deemed appropriate to fulfill the purpose of this Policy, and to this end, it may well be possible to identify people utilizing the video data.
 - b. *By the Public*. Library patrons and members of the public may make video recordings within communal spaces inside the building provided that:

1. There shall be no filming or recording of Library Staff, who are *private employees*, not government employees.

2. There be no filming or recording of Library patrons without their consent, but there may be filming or recording of communal spaces without people in them; and

3. There shall be no filming or recording which could infringe on the privacy rights of library patrons regarding the types of information restricted in the State Library Confidentiality Statute (MRS Title 27 §121).

c. *Meetings in the Community Room.* Any meeting in the Community Room may be recorded by the entity conducting the meeting, and the meeting may also possibly be broadcast on local access TV. This shall not be considered video surveillance, nor shall it be subject to this Policy.

B. No Expectation of Active Monitoring. There shall be no expectation of active monitoring of the video surveillance by the Library. It may be actively monitored live from time to time, but the primary use will be storage for subsequent reference if needed.

C. Retention of Video Data. Video data shall be securely stored and shall be retained for at least one week but no more than one month. Old data shall be deleted or overwritten. Retention may be extended as deemed appropriate in special circumstances by the Authorized Staff, or by Court Order.

D. Access to Video Data. Access to live and recorded video data shall be limited to Authorized Staff, as defined above, and the York Police Department. Library Staff shall not share this data with anyone from the public. Authorized Staff may choose to share this data with other law enforcement officials as relevant, or as directed by Court Order.

7. Notification of Policy. This Policy shall be posted on the website for ready public access.

8. Violations of Policy. Violations of this policy are addressed as follows:

A. Staff Violation. Staff violation of this Policy may result in disciplinary action ranging from a verbal reprimand up to and including termination, at the discretion of the Library's Executive Director.

B. Public Violation. Anyone other than staff who violates this Policy may be warned, may be asked to leave the premises, or may lose all Library privileges, at the discretion of the Library's Executive Director.

9. Enforcement of Policy. It shall be the responsibility of the Library staff to enforce the standards of this Policy.

10. Staff Training. Authorized staff as defined in 4A will receive training.

11. Exceptions. The Board of Trustees authorizes the Executive Director to waive any portion of this Policy under appropriate circumstances, specifically during emergencies when response time is critical.

Approved by the YPLA Board of Trustees, 12/12/2024

Amended and approved by the YPLA Board of Trustees, 5/8/2025