



DarienLibrary  
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[darienlibrary.org](http://darienlibrary.org)

# Security Cameras Policy

## Purpose

Darien Library uses security cameras to enhance the safety and security of patrons, staff, and property. The security cameras are used to discourage illegal behavior and policy violations.

## Camera Placement and Data Storage

- Cameras may be installed in outdoor and indoor locations where individuals lack a reasonable expectation of privacy. Examples include public common areas such as the parking lot, entrances, seating areas, study rooms, and service desks.
- Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms and staff offices.
- Signs will be posted at all entrances informing the public and staff that security cameras are in use.
- Cameras will not be continuously monitored. The public and staff should take appropriate precautions to protect their safety and personal property. Darien Library is not responsible for loss of property or personal injury.
- Recorded data is confidential, stored on a secure server located in the United States, and only accessible to a limited number of administrative Library staff members. Video recordings will typically be stored for no longer than 30 days. As new images are recorded, the oldest images will be automatically deleted. The storage system's capacity determines how long images are stored.

## Use/Disclosure of Video Recordings

- Recordings and still images may be used to identify person(s) responsible for policy violations, criminal activity on Library property, or actions considered disruptive to normal operations.
- Access may also be granted to law enforcement when pursuant to a subpoena, court order, or when otherwise required by law.
- Only the Library Director, or the Deputy Director in their absence, may authorize access to recorded video or still images.
- Video and still images may be maintained in the event that criminal activity or a policy violation has occurred or is being investigated.

- Facial recognition technology may be used for security and safety purposes. Images of individuals may be recorded and stored solely to prevent unauthorized access or criminal activity.

## **Access to Recordings**

- Confidentiality and privacy issues prohibit the general public from viewing security camera footage. If the Library receives a request from the general public to inspect security camera footage, the Library will direct that member of the public to file a police complaint.
- Internally within the Library, staff access to recordings is strictly limited. Staff must obtain written approval from the Library Director to access the security camera system. Administrative access is limited to the Library Director, or the Deputy Director in her absence, and the Head of Technology & Systems.

## **Disclaimer of Responsibility**

A copy of this policy shall be posted on the Darien Library website and may otherwise be shared with any patron or staff member upon request.

Questions from the public may be directed to the Library Director or Deputy Director.

The Library disclaims any liability for the use of video data in accordance with this policy, given that the Library is a public facility and the security cameras shall be limited to areas where patrons and/or staff have no reasonable expectation of privacy.

The Library reserves the right to update and/or modify this policy at any time in its sole discretion.

*This policy was approved and adopted by the Board of Trustees on January 26, 2026.*