



Hobbs Public Library
HOBBS, NM

SECURITY CAMERA POLICY

Security cameras are installed in the Hobbs Public Library to protect the safety and security of people, the building and its contents, while protecting individuals' right to privacy. Only authorized Library staff may view recordings. It is the policy of the Hobbs Public Library that images from the security cameras will not be disclosed to patrons for any reason, unless specifically authorized by law enforcement, the City Manager, or the Mayor. All images from the Library security cameras are for the use of Library and City staff only.

At no time will Library staff release protected records, including video images, except through a process, subpoena, or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative or legislative investigative power. Library staff will seek legal counsel from the City Attorney's Office in the event of such a request for release of Library records, and will respond to the request according to the advice of counsel.

Surveillance cameras are positioned to monitor public areas of the Library and are not used in rest rooms, nor are they positioned to identify a person's reading, viewing or listening activities in the Library. Signs are posted within the Library indicated that the facility is monitored by surveillance cameras.

Images from the Library's security cameras are stored digitally on hardware in the Library. It is the intention of the Library to maintain images for a minimum of 14 days, if electronic space allows. Typically the images are not reviewed. If an incident comes to the attention of the Library Director the retained images can be reviewed and saved for as long as necessary.

Adopted by the Hobbs Public Library Board

APPROVED: June 1, 2010

REVISIONS: