



Louttit Library

Security Camera Policy

Approved by the Board of Trustees on 12/16/25

Louttit Library uses video-only security cameras in public areas both within and outside the library building. These cameras are in use to enhance the physical security of the library, its property, staff and patrons.

The library makes every effort to protect patron confidentiality. Cameras cover only public areas and meeting spaces where patrons have no reasonable expectation of privacy.

Cameras may be monitored at any time, but the library does not guarantee that cameras are monitored at all times.

Authorized staff, trustees, and members of the West Greenwich Police force may have access to stored images. Images may be shared with library staff to identify person(s) and to maintain a safe and secure environment.

Louttit Library will produce images recorded by library security cameras when required by law enforcement agencies.

Unless saved and stored, camera recordings are available for approximately one month. Specifically identified footage may be saved in a secure location and/or transferred to law enforcement.