

Security Camera

Purpose

The Library employs video security cameras to ensure the physical security of the Library facility and collections, staff and patrons. A sign is posted at the library entrance informing the public that security cameras are in use.

The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded digital video images.

Placement of Cameras

Cameras may be installed in locations where staff and customers would not have an expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating, delivery areas and parking lots. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms and staff offices. Cameras are not positioned to identify a person's reading, viewing or listening activities in the library. Cameras record video, they do not record audio.

Access to Footage

Police access is allowed when, pursuant to a subpoena, court order, or when otherwise required by law and in exigent situations.

Exigent circumstances apply if anyone is in immediate physical danger on or off library property. Law enforcement will be provided immediate access to security video footage without a subpoena in order to create a safe environment for library staff, library patrons and the public.

In the event of a search warrant, which is executable immediately, Library Administration will comply with the search warrant and consult with legal counsel. Upon receipt of a subpoena or other court order, Library Administration shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, Library Administration shall insist any defect be remedied before releasing records that contain patron information.

Recorded footage is confidential. Footage is not routinely reviewed for any reason. Footage is only accessed when a security incident occurs. Footage will not be used to routinely monitor patron behavior or employee performance. Occasional spot checks of the recorded data will be made by the Library's Information Technology department head to assure proper operation of the system and to review access procedures. The frequency of viewing and the amount of video reviewed at one time will be limited to the minimum needed to give assurance that the system is working

When a security incident occurs, footage may be reviewed by the Director, Assistant Director, or members of the Information Technology department. Authorized individuals with notice to the Director or Assistant Director may ask other staff to review recorded data to ascertain

security concerns related to a specific incident. Such persons shall not violate any laws relevant to this policy in performing their duties and functions related to the video security system.

Patron Access to Footage

Members of the public will not be granted direct access to recorded data. Patrons who experience a crime such as theft of personal possessions while at the Library must submit a report to law enforcement.

Law Enforcement Requesting Access to Security Camera Footage

Library staff is required to refer any law enforcement request for security camera footage or still photographs to the Library Director, or in their absence, the Assistant Director. Before complying with any such request, legal counsel may be consulted to determine the proper response.

Use/Disclosure of Video Records

Video records and still records may be shared with authorized library employees when appropriate or, upon approval by the Director, other library staff to identify those suspended from library properly and to maintain a safe, secure and policy-compliant environment.

Storage of Footage

Footage is recorded and stored automatically. Footage is retained for approximately 30 days and then automatically written over when the system has reached storage capacity.

Adopted August 19, 2021