

Policy #23
Security Camera and Surveillance

The library's security camera system shall be used only for the protection and safety of patrons, employees, assets, property, and to identify persons suspected of breaking the law or violating the Library's Policy Manual. No monitoring shall be done on the basis of race, color, religion, age, sex, or any other basis prohibited by federal, state, or local law. Security cameras will be located on the exterior of the library building and parking lot.

Security cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy. The security cameras will be secure and will only be viewed by those authorized to do so. The Library staff, in the course of their normal duties, may monitor and operate the video security system. It is the intent of the Library to retain all recorded images for a minimum of 14 days as space allows, unless required as part of an ongoing investigation or litigation.

When an incident occurs on Library premises:

- Video image recordings will be used to identify the person or persons responsible for Library policy violations, criminal activity, or actions considered disruptive to normal Library operations.
- Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Video recordings of incidents can be retained and reviewed as long as considered necessary by the Library Director.
- Images may be shared with other Library staff to identify person(s) suspended from Library property and to maintain a safe and secure environment.

All requests for security camera footage or still shots will be referred to the Library Director. Only the Director or Director's designee shall be authorized to release any video record to anyone other than an Authorized Employee, including, but not limited to, law enforcement personnel, media, patrons, and other persons. The Library has the right to confer with legal counsel before complying with any such request and may exercise that option.

Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws upon receipt of a subpoena. The requirement of a subpoena may, however, be waived by the Director when appropriate.

Confidentiality/privacy issues prohibit the general public from viewing security camera footage that contains patron information. If the library receives a request from a member of the general public to inspect security camera footage which contains patron information, the requesting individual will be advised to file a police complaint.

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