

Security Camera Policy

Purpose

The purpose of this policy is to establish guidelines for the placement and use of cameras, as well as the access and retrieval of recordings.

Policy

The Community Library utilizes security cameras in conjunction with other measures to ensure a welcoming, open atmosphere and provide a comfortable and safe environment where people can use library facilities, grounds and collections for intended purposes to the maximum extent possible.

The Library's security camera system will be used for the protection and safety of library visitors, employees, assets and property; to deter public endangerment, vandalism, and mischief in unsupervised areas; for identifying persons breaking the law or violating the Library's Code of Conduct or other policies; and for investigating documented accidents or injuries on library property. The cameras will not record audio.

Public Notice

Signage will be posted at the Library entrance informing the public that security cameras are in use.

Camera Locations

Cameras may be installed in locations where individuals do not have a reasonable expectation of privacy. Examples of where cameras will operate include common areas of the Library such as entrances, near collections, public seating areas, public meeting rooms, public computer areas, and areas prone to theft or misconduct, including some outdoor areas.

Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms or private offices, nor are they positioned to identify a person's reading, viewing, or listening activities in the Library.

Camera locations shall not be changed or added without permission of the Director.

Monitoring

Only designated employees may monitor security cameras.

Cameras are not monitored continuously. Library staff and members of the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury.

Occasional spot checks of the equipment and recordings will be made by the Director to assure proper operation and to review access procedures. The frequency of viewing and the amount reviewed at one time will be limited to the minimum needed to give assurances that the system is working and is in compliance with all policies.

Access to Security Camera Recordings

Security camera recordings showing entry into the Library and/or use of Library services are confidential library user records, and will be accorded the same level of confidentiality and protection afforded to library user records under applicable local, state and federal laws and The Community Library policies. Such footage will not be shared with any third party without consent of the Library user, or per a judicial order or subpoena, unless such disclosure is determined by the Director to be required for the purposes set forth in this policy.

Security camera recordings that are not considered confidential library user records (external recordings not depicting access to the Library) will be shared with a third party at the discretion of the Director.

Security camera images of individuals who have been restricted from Library premises may be shared with Library staff for purposes of enforcement and awareness; such images may not be reproduced or further shared without permission from the Director.

Data Storage

Recorded data is secured in a controlled area.

Video footage will typically be retained for a period determined by the storage capacity of the equipment, 30 days. As new footage is recorded, the oldest footage will automatically be deleted.

Security camera recordings used to identify those responsible for Library policy violations, or for other specific purposes identified by this policy, will be retained for at least three years.

Responsibility

Access to real time or archived security camera recordings is limited to the Library Director and designated employees.

Adopted: April 11, 2024

Revised:

Reviewed: