

**Surveillance Camera Policy**

(Adopted 2/27/2017)

The Library utilizes surveillance cameras in conjunction with other measures to ensure a safe and secure environment for staff, patrons, and guests. The equipment assists in protecting the library and in protecting its property against theft or vandalism and in identifying intruders and persons violating the law.

Surveillance cameras are to be positioned to monitor security-sensitive areas including building entrances/exits and the parking lots. Surveillance cameras will not be placed in areas where there is an expectation of privacy such as bathrooms.

Recorded information from the video cameras is retained for no more than two months. Incidents of theft, vandalism, trespassing or destruction of library property may be maintained indefinitely. In the event of an observed or reported incident, the recorded information may be utilized to assist in the investigation of the incident. The library will maintain control of and responsibility for the video security surveillance equipment and its recordings at all times.

**Use/Disclosure of Video recordings:**

Video recordings may be utilized by authorized individuals to identify those responsible for library policy violations and/or criminal activity on library property.

Individuals authorized by the Director under this policy may utilize recorded data from cameras to request law enforcement investigations of possible crimes on library property.

All requests for security camera footage by law enforcement will be referred to the Library Director for evaluation under this policy and applicable law. In the Director's absence, requests are to be directed to the Assistant Director. Upon presentation of a search warrant, which is to be executed immediately, the library will comply with the search warrant subject to consultation with legal counsel. Upon receipt of a subpoena or other court order, the library will consult with legal counsel to determine if the document is in proper legal form. If not, the library will require that any defect be remedied prior to releasing video records.

Confidentiality/privacy issues are deemed to prohibit a member of the general public from viewing library security camera footage. If the library receives a request from the general public to inspect security camera footage, the individual will be advised that the footage will only be made available upon proper law enforcement request or the issuance of a proper subpoena. The library will allow law enforcement agents to view security camera footage upon request in relation to an alleged criminal violation relating to an incident that occurs on library property.