

Policy 430 Security Camera Policy

Introduction

Security cameras are used to enhance the safety and security of library users and staff by discouraging violations of the Library's Code of Conduct, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity while also adhering to the applicable federal, state and local law concerning the confidentiality of library records and the protection of individual privacy.

In accordance with the Code of Ethics, the Library does not utilize security footage to identify or monitor the reading records of patrons nor monitor the use of the Library beyond the intent previously stated.

Security Camera Purpose and Placement

Recording cameras will be used in public spaces of library locations to discourage criminal activity and violations of the Library's Code of Conduct. The recording of audio is restricted under the Electronic Communications Privacy Act and will not be used.

Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the library such as parking lots, entrances, seating areas, service desks, and areas prone to theft or misconduct, or areas where money is stored or handled.

Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy such as restrooms or private offices.

Signs will be posted at all entrances informing the public and staff that security cameras are in use.

Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. The Library is not responsible for the loss or damage of personal property.

Recorded data is confidential and secured in a controlled area. Video recordings will typically be stored for a brief period of one to ten days in accordance to the type of camera and location. As new images are recorded, the oldest images will be automatically deleted.

Regarding the placement and use of the digital recording cameras, staff and patron safety is the first priority; protection of library property is of secondary importance.

Cameras are not installed nor will they be used for the purpose of routine staff performance evaluations.

Use and Disclosure of Video Records

Access to the archived footage in pursuit of documented incidents of injury, criminal activity or violation of the Library's Code of Conduct is restricted to designated staff: The Library Director, appropriate management staff including the IT Manager.

Access is also allowed by law enforcement when pursuant to a subpoena, court order, or when otherwise required by law.

Video images will not be maintained, provided no criminal activity or policy violation has occurred or is being investigated.

Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property or actions considered disruptive to normal library operations as delineated in the Library Code of Conduct.

In situations involving banned patrons, stored still images may be shared with Sugar Grove staff. Shared images may remain posted in restricted staff areas for the duration of the banning period. After the banning period ends, these images will be archived in the Administrative Offices with the incident reports.

A log will be maintained with name, date, time, and reason for all viewing access including proper maintenance of system, investigation of an incident; pursuant to a subpoena, etc.

Unauthorized Access or Disclosure

Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. If the Library receives a request from the general public to inspect security camera footage, they will be advised to file a police complaint.

A breach of this policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Director of the breach.

Disclaimer of Responsibility

This policy will be readily made available to the public, and placed upon the Library's website, and questions from the public may be directed to the Library Director.

The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

Approved by the Library Board of Trustees:

9/25/19