



# Policy Manual

## SECURITY CAMERA POLICY

Effective Date: March 21, 2018

### I. POLICY OVERVIEW/DESCRIPTION

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 video images. The purpose of having security cameras is to enhance the safety and security of Library users, staff and property. The cameras may be used to deter public endangerment, vandalism and mischief in unsupervised or difficult-to-supervise areas, and when necessary, to provide law enforcement assistance in investigating and/or prosecuting criminal activity. Video monitoring and recording will be conducted in a manner that is respectful of people’s privacy and in compliance with all applicable laws or ordinances. Cameras are not intended for the purpose of monitoring staff performance.

### II. PUBLIC NOTICE: SIGNAGE

Signage will be posted at Library entrances to inform the public that security cameras are in use.

### III. SECURITY CAMERA LOCATIONS

Because Library staff cannot provide direct supervision to all areas of the Library, security cameras may be placed at selected locations to observe and record visible activities of persons within the Library or on Library grounds in lieu of direct supervision. Cameras will not be installed in locations where individuals have a higher expectation of privacy, such as restrooms or offices. Video monitors will be placed so the public may not view the screen.

### IV. LIMITATIONS OF MONITORING

The Library undertakes no obligation to monitor security cameras in real time. Staff and the public should take precautions for their safety and the safety of their personal property. The Kellogg-Hubbard Library is not responsible for loss of property or personal injury.

### V. DATA STORAGE AND ACCESS

Recorded data is confidential and ordinarily available only to the administration and staff who are directly authorized to view or work with it. Recorded data will be retained in a secure manner and will normally be kept for up to thirty days before it is erased. In the case of serious incidents or information required by law enforcement or court order, the data will normally be kept for up to one year, unless known pending investigation or litigation requires more time.

For investigations initiated by law enforcement agencies, recorded data will be ordinarily made available to law enforcement upon presentation of a valid court order, subpoena or

search warrant. All such requests must be presented to the Executive Director, or in their absence, the Library Director or designated staff. In exigent circumstances that require immediate action or remedy, the Library reserves the right to provide live monitoring or recorded data without legal process.

If the Library calls law enforcement for assistance, the responding officer(s) may be allowed to view the cameras in real time and/or to view the pertinent recorded data.

In limited cases, such as an instance in which a person is banned from the Library by a no trespass order, the Library may keep still photos to help staff identify a particular person.

The administration will make record, on a form created by the Library, of instances in which recorded data is released and/or monitoring is allowed. The form will indicate who viewed or received the real time or recorded information, under what authority they were given it, when this occurred, and in the case of recorded information, whether it will be returned or destroyed. The form will normally be retained by the administration for one year, unless known pending litigation requires more time.

Out of respect for the interests of our patrons in confidentiality and privacy, the public is prohibited from viewing security camera monitors and recordings. Staff with access to the system will adhere to strict confidentiality guidelines.

## **VI. POLICY IMPLEMENTATION**

The Executive Director is authorized to implement this policy according to the terms laid out herein and to authorize the Library Director or staff to act in the Executive Director's stead. The administrators are authorized to develop and implement staff procedures and training as appropriate for their jobs.

## **VII. REVISION HISTORY**

<b>Date</b>	<b>Revision</b>	<b>Modification</b>
2023-11-15	2.0	Job titles changed to reflect administrative structure.
2020-3-18	1.0	Job titles changed to reflect administrative structure.
2018-03-21	0.0	New policy approved by the board of trustees.