

Security Camera

Security cameras are used to enhance the safety and security of library users and staff by discouraging violations of library policies, and to assist library staff in preventing the occurrence of any violations.

- Video 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.
- 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.
- Recorded data is confidential and secured in a controlled area. Video recordings will typically be stored for no longer than two weeks. As new images are recorded, the oldest images will be automatically deleted.
- Cameras are not to be used for the purpose of routine staff performance evaluations.
- Access to the archived footage in pursuit of documented incidents of injury, criminal activity or violation of library policy is restricted to designated staff, including the Library Director and Assistant Director.
- Those designated individuals may also have access to real-time images, viewable on desktop monitors placed in secure areas to ensure private access. The frequency of viewing and the amount of video viewed, however, will be limited to the minimum needed for the purpose of ensuring the equipment is working properly.
- Access is also allowed by law enforcement when pursuant to a subpoena, court order, or when otherwise required by law.
- In situations involving banned patrons, stored still images may be shared with staff system-wide. Shared images may remain posted in restricted staff areas for the duration of the banning period.
- 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.