



Security Camera Policy

Adopted November 21, 2023

Purpose of Security Cameras

Signage The purpose of our security cameras is to enhance the safety and security of library users, staff, and property. Security cameras have been installed to discourage public endangerment, vandalism, and mischief in unsupervised areas. They may also be used to identify those individuals involved in disruptive or criminal activity for law enforcement purposes, while adhering to the applicable federal, state, and local law concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy.

Public Notice

will be posted at the Library entrance and inside the lobby at all times to inform the public that security cameras are in use.

Security Camera Locations

The Library maintains two security cameras, one outside the building and the other inside, both of which monitor the building's main entrance. Cameras are not and will not be installed in areas of the Library where individuals have a reasonable expectation of privacy nor are they positioned to identify a person's reading, viewing, or listening activities in the Library.

Security

The Library has no obligation to monitor the cameras in real time and examines the recordings only to check that the cameras are functioning properly. Thus, Library staff and patrons should continue to take appropriate precautions for their safety and for the safety of their personal property while on site.

Data Storage

Video records may be used by the Library Director or other authorized individuals to identify those responsible for Library policy violations, criminal activity on Library property, or actions considered disruptive to normal Library operations. Recorded data is confidential and securely stored. Recordings will typically be stored for no more than 28 days unless required as part of an ongoing investigation.

Access to Archived Footage

Access to the archived footage in pursuit of documented incidents of criminal activity or violation of Library policy is restricted to the Library Director and Board of Trustees on a need to know basis.

For investigations initiated by law enforcement agencies, recorded data will be made available to law enforcement upon presentation of a valid court order or subpoena to the Library Director or appropriate Trustee establishing probable cause to review the data.

However, in emergency situations that present imminent danger of physical harm, law enforcement may gain access without a court order when approved by the Library Director or Board President.

In situations involving banned patrons, stored still images may be shared with Library staff. Shared images may remain posted in restricted staff areas for the duration of the banning period.

The general public is prohibited from viewing security camera footage due to patron confidentiality and privacy issues.