



To complete the Library's mission of providing a safe and welcoming environment for all, 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.

### **SECURITY CAMERA PURPOSE AND PLACEMENT GUIDELINES**

1. 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.
2. 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, such as shelving areas.
3. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy such as restrooms and private offices.
4. Signs will be posted at all entrances informing the public and staff that security cameras are in use.
5. 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 J. Robert Jamerson Memorial Library is not responsible for loss of property or personal injury.
6. Video recordings will be stored for at least 30 days and those retained for criminal, safety, or security investigations may be retained for considerably longer than 30 days.
7. 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.
8. Cameras are not installed nor will they be used for the purpose of routine staff performance evaluations.

### **USE/DISCLOSURE OF VIDEO RECORDS**

1. Access to security camera footage in pursuit of documented incidents of injury, criminal activity or violation of the Library's Code of Conduct is limited to the *Library Director, Library Board of Trustees, and Other County personnel*, including law enforcement staff, and the County Attorney.
2. *The Library Director* may also have access to real-time images, viewable on desktop monitors placed in staff areas to ensure private access.
3. Video records and still photographs may be used by the *Library Director, Library Board of Trustees and Other County personnel*, including law enforcement staff, and the County Attorney 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.

### **UNAUTHORIZED ACCESS AND/OR DISCLOSURE**

1. Security camera video shall be disclosed if a Freedom of Information Act request is made, unless the disclosure is exempt under such Act or unless another law prohibits disclosure.
2. An employee's 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 shall immediately inform the Library Director of the breach.

### **ACCESS TO AND QUESTIONS ABOUT POLICY**

A copy of this policy will be posted in public view at the library and a copy shall be shared with any patron or staff member upon request. Questions from the public may be directed to the Library Director.