

Video Surveillance Cameras

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The Library employs the use of video surveillance cameras at all of its facilities. The Library's use of this equipment is not intended to give any false impression of security. All patrons and staff should exercise caution with their belongings and their personal safety while on library property.

The Library does not employ the use of hidden surveillance equipment and does not record activity in areas of the Library where there is a reasonable expectation of privacy. Signs are posted at the entrance to the Library's facilities to alert patrons and staff of the use of video surveillance equipment.

Access to video surveillance

Public services staff will be trained to view current (live) activities from the video surveillance equipment in place. Supervisors will be trained to review recordings of previous activities including the selection of a specific time period within the archival recording capacity of the equipment in use. Supervisors will also be trained to remotely access a view of current (live) activities being monitored.

No member of the general public should be given access to any current (live) or recorded activity without proper legal authorization. Law enforcement officers may be given access to current (live) feeds of activities or allowed to view recordings using the Library's equipment with the permission of the Library Director.

Monitoring

The Library does not employ full time security personnel and assumes no responsibility to monitor video surveillance equipment. Employees will be trained to check current (live) video images throughout the course of their workday. There is, however, no assumption of responsibility for continuous monitoring by the Library.

Placement of recording equipment

The number of cameras used on library property will be determined by the Library Director. Special attention will be given to areas that are determined to be high risk such as areas that are not directly visible to staff. Parking lots, entrances, service desks and other areas will be monitored.

Retention of recordings

The Library will retain a minimum amount of video as determined by the capacity of the recording equipment and state law. The Library assumes no responsibility to retain any recordings as a part of its routine operations in excess of thirty days, as required by law.

Use of recordings

The Library may use the recordings gathered from video surveillance cameras for any purpose approved by the Library Director. The Library may turn over recordings to law enforcement personnel for any reason with approval of the Library Director. Recordings may be requested from the Library in accordance with the law pertaining to open records requests. Only the Library Director is authorized to release recordings.

Neither the Library nor its staff will use video surveillance equipment or recordings for personal gain, in a discriminatory fashion, as a form of retaliation, or in violation of any applicable laws regarding the use of such equipment.

Inappropriate use or inappropriate access to video surveillance recordings (whether live or as a recorded event) by the Library's staff will be treated with absolutely no tolerance and may be the sole reason for termination of employment.