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Video Surveillance Cameras

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The Henry County Public Library has video cameras installed in public areas outside and inside the building for surveillance purposes. Video footage is used for legitimate institutional purposes such as preventing theft or violence, or investigating illegal or improper conduct such as trespassing or vandalism.

These cameras may be located near all library entrances, overlooking the parking lot, and in various other areas of the library. As patrons enter the Library, signs that surveillance cameras have been installed notify them.

Though every effort is made to protect the privacy of library patrons and staff, surveillance footage is generally an open record and requests for such footage under the open records act will be honored as required by law.

Illegal activities found on video footage will be turned over to the police. The police may view footage as part of any ongoing investigation. Unless the Henry County Public Library initiates contact with the police or any other state, federal or local government agency, a subpoena, as authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative power, is generally required to release surveillance footage.

The Library has adopted the following procedural safeguards to avoid unintended or improper use of video recordings:

1. The Library will post signs informing visitors that the area is under surveillance. The Library's cameras are visible, not hidden.
2. The Library does not use video surveillance in areas where visitors have a reasonable expectation of privacy; e.g. restrooms, lounges, or other places visitors are not in public view.
3. The Library will not select visitors for video surveillance in a manner that might be considered discriminatory under federal or state discrimination law.
4. The Library will not select visitors for video surveillance in retaliation for exercising rights under any law or local policy.
5. Library surveillance tapes are considered Open Records and may be requested through an open records request.

The Library follows all applicable retention schedules with regards to video surveillance.