Video Security Camera Policy

The Calcasieu Parish Public Library has established the use of security cameras to promote a safe and secure environment for its patrons and staff, as well as the building and its contents. Security cameras will be used where needed to provide peace of mind to library users and staff by discouraging violations of the library's code of conduct, to assist library staff in preventing the recurrence of any violations, and when necessary, provide law enforcement assistance in prosecuting criminal activity. The purpose of this policy is to establish guidelines for the placement and use of digital video cameras, as well as the access and retrieval of recorded digital video images at the Calcasieu Parish Public Library.

Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and ordinances.

Cameras may be installed in locations where staff and patrons would not have an expectation of privacy. Examples include common areas of the library such as entrances, book stacks, meeting rooms, public seating, and parking lots.

Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as offices, cubicles and/or restrooms etc., nor are they positioned specifically to identify any person's reading, viewing or listening activities in the Library.

Cameras will not be installed for the express purpose of monitoring staff performance.

Installation and General Guidelines

- A sign will be posted at entrances informing the public that security cameras are in use.
- Selected staff will have access to the real-time monitors, although activity is only randomly monitored.
- The recording equipment and recorded images shall be considered confidential and maintained in a secure manner. Access to archived footage in the event of injury, pursuit of documented incidents of criminal activity or violation of the Library's policies is restricted to authorized administrative and IT staff.
- The library director holds the authority to designate library staff members who may access video in real time or in recorded formats. Circumstances under which designated staff may access images in real time include, but are not limited to, observation of areas beyond view from designated work stations for assurance of safety and security. Access to real time or recorded imagery is also authorized to designated staff upon report of suspicious behavior, including policy violations, criminal activity, destruction or theft of library property or assets, or other activity that may be disruptive to library operations.
- Video recordings and photos obtained through the video monitoring system will be released to the public only in response to search warrants, court orders, and requests by law enforcement for an active investigation, and only with approval from Director or Director's designee.

- It is the intent of the Library to retain all recorded images for a minimum of thirty days, or until image capacity of the system is reached. Then, the oldest stored images will be automatically deleted by system software to make room for new images.
- Selected digital video may be saved for as long as required.
- The general public will not be allowed access to real time or recorded images, and any questions or requests from the public shall be addressed to the Director.