

Surveillance Camera Policy

The Library utilizes surveillance cameras to complement other measures to ensure a safe and secure environment for staff and guests. The equipment assists in protecting the library and in protecting its property against theft or vandalism and in identifying intruders and persons violating the law.

Surveillance cameras are to be positioned to monitor security-sensitive areas including building entrances/exits and the parking lots.

Recorded information from the video cameras is retained for no more than three months. Incidents of theft, vandalism, trespassing or destruction of library property may be maintained indefinitely. In the event of an observed or reported incident, the recorded information may be utilized to assist in the investigation of the incident. The library will maintain control of and responsibility for the video security surveillance equipment and its recordings at all times.

Use/Disclosure of Video recordings

Video recordings may be utilized by authorized individuals to identify those responsible for library policy violations and/or criminal activity and/or activity that may give rise to civil liability on library property.

Under certain circumstances, individuals authorized by the Chief Executive Officer under this policy may utilize recorded data to request law enforcement review for investigating a possible crime on library property.

All requests for security camera footage by law enforcement will be referred to the Chief Executive Officer or their designee. Upon presentation of a search warrant, which is to be executed immediately, the library will comply with the search warrant subject to consultation with legal counsel. Upon receipt of a subpoena or other court order, the library will consult with legal counsel to determine if the document is in proper form and that good cause exists for its issuance from a court of proper jurisdiction. If not, the library will require that any defect be remedied prior to releasing video records.

Confidentiality/privacy issues are deemed to prohibit the general public from viewing library security camera footage. If the library receives a request from a member of the general public to inspect security camera footage, the individual will be advised that such will only be made available upon proper law enforcement or subpoena demand. The library will allow law enforcement individuals to view security camera footage upon request in relation to a claimed criminal violation relating to an incident that occurs on the library grounds.

Adopted: June 19, 2018

Reviewed: June 2021