

Security Camera Policy

Security cameras are used to enhance the safety and security of library property and persons within the library. The intent of using security cameras is to discourage violations of library policy, assist staff with preventing violations of library policy, and to assist law enforcement in prosecuting criminal activity.

Security Camera Purpose and Placement Guidelines

1. Security cameras are used in order to discourage criminal activity and violations of library policy.
2. Security cameras will be used in places of the library where people reasonably should not expect privacy. This includes any public area of the library.
3. Security cameras will not be used in places of the library where people reasonably should expect privacy, such as restrooms and private offices.
4. Security cameras will be placed so as to avoid recording legible computer screens, table tops, or other locations that would identify the reading or information-gathering practices of individuals.
5. Signs informing staff and patrons that security cameras are in use will be posted.
6. Cameras are not continually monitored. Staff and patrons are responsible for the safety of themselves and their belongings. The JLHPL is not responsible for personal injury or loss of property.
7. Recordings will be destroyed according to the appropriate records retention schedule.

Use and Disclosure of Video Records

1. Access to archived and real-time video footage is restricted to authorized staff, subject to the requirements of the applicable provisions of state laws and regulations.
2. The frequency of viewing and the amount of video viewed will be limited to the minimum necessary to determine if the system is working properly, to verify if footage is available relating to a specific incident, or to monitor a specific, short-term security concern.
3. The director or the director's designee may use a still shot or portion of footage to request law enforcement review for assessing a security risk or investigating a crime. The minimum data necessary will be viewed.
4. For investigations initiated by law enforcement, recorded data will be made available upon presentation of a valid court document. Only the director or the director's designee, in consultation with the library's attorney, is authorized to release images to law enforcement.
5. Recorded images and still shots may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations.
6. Confidentiality and privacy issues prevent the general public from viewing security camera footage.

Approved July 18, 2017