

SECURITY CAMERA POLICY

I. Purpose

The purpose of security cameras is to enhance the safety and security of the Ecorse Public Library (“Library”) residents, staff, and property. The Library strives to take reasonable precautions to assure a safe and secure environment for its residents and staff. Because Library staff are unable to provide direct supervision over all areas within the Library and Library grounds, security cameras have been placed at selected locations to observe and record images of activities of persons in the Library and on Library grounds. Security cameras are also provided to assist the Library with enforcement of the Library’s Patron Behavior Policy.

II. Signage

Signs will be posted at the Library entrances, informing the public that security cameras are in use.

III. Data Captured

The security cameras only capture video images. Conversations or other audible communication shall not be monitored or recorded by the security cameras.

IV. Retention

Security cameras do not store recorded footage longer than four (4) weeks.

V. Security Camera Locations

Security cameras may be installed in locations where individuals lack a reasonable expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating areas, public computers, and areas prone to theft or misconduct.

Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms or private offices.

VI. Video Footage

The Library has no obligation to monitor the cameras in real time. As the cameras are not constantly monitored, Library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury.

Access to security camera footage is limited to what is absolutely necessary for the safety and security of Library patrons and staff. The Library Director may maintain a profile to view security footage and make that access available to designated Library staff as appropriate. The Library Director may use live and recorded footage for the purposes of enforcing and administering Library policies. Other Library staff members with authority to view live and/or recorded footage may do so subject to restrictions or limitations imposed by the Library Director.

VII. Use and Disclosure

In general, library privacy laws prohibit the general public from viewing security camera footage containing patron information. Recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from a Library are not considered a "Library Record" and may be disclosed. The Library Director or his/her designee will determine whether the images can be disclosed without a court order or written consent, including whether to require a Freedom of Information Act Request.

If a patron is the victim of a crime at the Library or on Library property, it should be reported to City of Ecorse Police. Examination of any existing camera footage would be handled through the investigative process.

Approved by the Board of Trustees 2023

Revised by the Board of Trustees April 13, 2026