

Security Camera Policy

Purpose of Security Cameras

The Mt. Zion District Library has security cameras to enhance the safety and security of library users, staff and property. Security cameras are used to discourage illegal behavior and policy violations, to enhance the opportunity to apprehend offenders, and to provide recorded data relevant to the control of library security and operations. There is no audio recording associated with the cameras.

Signage

The library posts signage at the public entrance to alert patrons to the use of security cameras for monitoring and recording on library property, both inside and outside.

Purpose of Policy and Guidelines

To establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded video images at the Mt. Zion District Library.

- Cameras are installed at Library locations on an as needed basis.
- Security cameras may be placed in both indoor and outdoor areas where staff and Law Enforcement can monitor both real-time and archived activity
- Cameras may be installed in public spaces where individuals lack a reasonable expectation of privacy. Examples include common areas of the library such as entrances, book stacks, public seating areas and parking lots.
- Cameras may be installed in areas that could assist Law Enforcement in documenting traffic accidents or other incidents unrelated to the Library that take place on the public streets and surrounding properties within camera view. Examples include cameras on the exterior of the library building that not only document activity on Library property, but also the sidewalk, public streets, and surrounding properties.
- Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms.
- Cameras will not be installed for the purpose of monitoring staff performance.
- Access to archived footage in pursuit of documented incidents of criminal activity or violation of the Library's rules of conduct is restricted to staff and Library Trustees
- Access is also allowed by law enforcement officials upon request or when pursuant to a subpoena, court order, or when otherwise required by law.
- Video records will be maintained for approximately 30 days (DVR memory retains 30 days of recordings that are then automatically deleted) with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents. These may be retained for one year, provided no criminal activity or policy violation has occurred.

- Staff and patron safety is the first priority in any threatening situation. The protection of library property is of secondary importance.
- Installation and placement of cameras will be under the management and direct supervision of the Library Director.

A copy of this policy may be shared with members of the public upon request and is posted on the Library's website.

Approved by the Library Board September 11, 2018