

Anderson Public Library Video Surveillance Policy

The Anderson Public Library uses continuous digital video surveillance and recording for the protection and safety of Library facilities, property, customers, staff, volunteers, and other visitors and to identify persons breaking the law or violating the Library's Code of Conduct. This policy provides for the placement and use of security cameras as well as access and retrieval of recorded video and still images.

Placement of Cameras

- a. Reasonable efforts are made to safeguard the privacy of customers and employees in the placement and positioning of security cameras.
- b. Camera locations and positions will not be changed without permission from the Director or designee.
- c. Cameras will not be installed in locations where staff and customers would have an expectation of privacy. Examples of locations where cameras may be installed include but are not limited to entrances, exits, parking lots, and other common/public areas.
- d. Cameras are not continuously monitored, therefore, individuals should continue to take appropriate precautions for their safety and for the security of their personal property.

Retention of Video Recordings and Still Images

- a. Data from the cameras is recorded and stored on a digital video recorder (DVR) at each building. Recorded data is considered confidential and secure.
- b. Recorded video and still images may be used to identify individuals responsible for library policy violations, criminal activity, or actions that violate the Library Code of Conduct.
- c. Recorded video and still images may be shared with library staff in order to maintain a safe, secure, and policy-compliant environment.

Use and Disclosure of Video Records

- a. Confidentiality/privacy issues prohibit the general public from viewing camera footage.
- b. The Library Director may designate staff to have remote access to live feeds on desktop monitors. The frequency of viewing will be limited to the minimum needed to assure the system is working or to ascertain if footage is available relative to a specific incident.
- c. Upon approval of the Director, authorized staff may share an image or video recording with law enforcement representatives for investigating questionable activity in the Library.

- d. Video surveillance records are not to be used directly or indirectly to identify the activities of individual Library customers except as viewed in relation to a specific event or suspected criminal activity, suspected violation of the Library's Code of Conduct, or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability. Authorized individuals may use an image or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.

- e. Recordings are kept for 31 days. Images or selected portions of the recorded data will be maintained until resolution of a specific incident. The storage media shall be kept in a secure area.

Disclaimer of Responsibility

The Library disclaims any liability for use of the recorded data in accordance with the terms of this policy, given that the Library is a public facility and the security cameras are limited to those areas where the public and staff have no reasonable expectation of privacy.