



JOHNSON COUNTY  
PUBLIC LIBRARY

## SECURITY CAMERA POLICY

The Johnson County Public Library strives to offer a welcoming environment where patrons can use the library's resources in safety and comfort. Security cameras are in use at the Library for the narrow purpose of enhancing the physical security of the Library, its property, staff and patrons. The purpose of this policy is to establish guidelines for the placement and use of the cameras, as well as the access and retrieval of recorded images.

### SECURITY CAMERA PURPOSE AND PLACEMENT GUIDELINES

- ◆ Security cameras will be used in public places to document events involving the safety and security of the public, staff, and property. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as restrooms or private offices. Cameras may be placed in both indoor and outdoor areas.
- ◆ Signs are posted at Library entrances informing the public and staff that cameras are in use.
- ◆ Cameras are not installed for the purpose of monitoring routine staff performance.
- ◆ Cameras are not continuously monitored, therefore, individuals should continue to take appropriate precautions for their safety and for the security of their personal property.

### USE AND DISCLOSURE OF VIDEO RECORDS

- ◆ 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.
- ◆ Data from the cameras is recorded and stored on a digital video recorder (DVR) at each building. Recorded data is considered confidential and secure. Access to recorded archival data is limited to the following authorized individuals: Library Director, Associate Director, Branch Managers, and Facility Manager. Authorized individuals, with notice to the Director or the Director's appointee, may be given access to review recorded data in order to identify those responsible for library policy violations or criminal activity on library property. The Director or the Director's appointee will maintain a written log of such access.
- ◆ Video surveillance records are not to be used directly or indirectly to identify the activities of individual Library patrons except as viewed in relation to a specific event or suspected criminal activity, suspected violation of Library's Appropriate Library Behavior Policy, or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability. Authorized individuals may use a still shot 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.
- ◆ Video data will be made available to law enforcement officials or agencies upon presentation of a valid subpoena or pursuant to court order. Recorded data will be accorded the same level of confidentiality and protection provided to Library users by Indiana state law and the Library's policies.

- ◆ Confidentiality and privacy issues prevent the Library from allowing the public to view video data. If the Library receives a request from the general public to inspect recorded camera footage, the public will be advised to file a police report.
- ◆ Recordings are kept for 14 days. Still shots 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**

- ◆ Upon request any patron or staff member will be given a copy of this policy regarding use of the security cameras.
- ◆ 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.