

Security Camera Policy

Introduction

The Messenger Public Library uses security cameras to help document events involving the safety and security of Library users, staff, and property. The primary use of security cameras is to discourage inappropriate and illegal behavior and to enhance the opportunity to properly address security issues and threats.

Security cameras are used to enhance the safety and security of library users and staff by discouraging violations of the Library's Code of Conduct, assisting library staff in preventing the occurrence of any violations, and when necessary, providing law enforcement assistance in identifying or prosecuting criminal activity while also adhering to the applicable federal, state and local law concerning the confidentiality of library records.

In accordance with the Code of Ethics, the Library does not utilize security footage to identify or monitor the reading records of patrons nor monitor the use of the Library beyond the intent previously stated.

Cameras and Location

The security camera system consists of dedicated cameras which can be used for real-time surveillance and recordings. Cameras are in the public spaces of the building and grounds, but not located in areas where there is an expectation of privacy such as restrooms, private offices for staff or lactation spaces.

Public spaces on the library grounds are subject to camera surveillance and recording, signage is placed at entrances and other locations to notify patrons. The recording of audio is restricted under the Electronic Communications Privacy Act and will not be used.

Camera Data

Recorded data is confidential and secured in a controlled area. Video recordings will typically be stored for a period of eighty days. The Library Director and authorized management designees may review recordings as necessary to maintain the security of the library, confirm operational services, or work performed by outside vendors such as verifying after-hours cleaning crews or snow plowing, and assess building conditions when working remotely.

Staff at service desks may review the live feeds to appropriately monitor the facility, ensure patron safety, conduct curbside service, and advise management accordingly.

Use and Disclosure of Video Records

Disclosure of the archived footage in pursuit of documented incidents of injury, criminal activity or violation of the Library's Code of Conduct is restricted to designated staff including the Library Director and management designees. Release of recorded images is also allowed to law enforcement when pursuant to a subpoena, court order, or when otherwise required by law. Video images will not be maintained beyond the standard retention period, provided no criminal activity or policy violation has occurred or is being investigated.

In situations involving banned patrons, stored still images may be shared with library staff as images or included with incident report files. A log will be maintained with name, date, time, and reason for all viewing access including proper maintenance of the system, investigation of an incident, pursuant to a subpoena, etc.

Unauthorized Access or Disclosure

Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. If the Library receives a request from the general public to inspect security camera footage, they will be advised to file a subpoena through appropriate legal means.

A breach of this policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Director of the breach.

Exceptions

The Library Director is authorized to be the executor of the policy and has discretion in determining what is in the best interests of the library and may act accordingly. Examples may include the need for an immediate response, concern for the safety of patrons or facility, assisting the police when criminal activity is suspected, and confirmation of violations of the Code of Conduct to issue a banning.

BOT Approved 7/16

Revisions 8/10/23