



## Digital Video Surveillance

The Warner Library employs video security cameras to ensure the physical security of the Library facility, staff and patrons. Signs are posted informing the public that security cameras are in use.

The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded digital video images at the Warner Library.

Reasonable efforts are made to safeguard the privacy of library patrons and employees. The video security cameras are positioned to record only those areas specified by the Director, and will complement other measures to maintain a safe and secure environment in compliance with Library policies. Camera locations shall not be changed or added without permission of the Director.

Cameras may be installed in locations where staff and customers would not have an expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating, and parking lots. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms; nor are they positioned to identify a person's reading, viewing or listening activities in the library.

Recorded digital video images may contain personally identifiable information about an individual who has used any library service or borrowed any library materials ("patron information"), and will be accorded the same level of confidentiality and protection provided to library users by the Warner Library's Confidentiality of Patron Records Policy.

Typically, images will not be monitored in real time unless specifically authorized by the Library Director or the Librarian in Charge.

Occasional spot checks of the recorded data will be made by an employee appointed by the Library Director to assure proper operation of the system and to review access procedures. The frequency of viewing and the amount of video reviewed at one time will be limited to the minimum needed to give assurance that the system is working and to verify compliance of access policies.

Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, potential criminal activity, or actions considered disruptive to normal library operations.

Video records and still records may be shared with authorized library employees when appropriate or, upon approval by the Director, other library staff to identify those suspended from library property and to maintain a safe, secure and policy-compliant environment.

Under certain circumstances, individuals authorized under this policy may use a still photograph 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.

Library staff and volunteers are required to refer any law enforcement request for security camera footage or still photographs to the Library Director, or, in his or her absence, the Librarian in Charge.

In the event of a search warrant, which is executable immediately, the library will comply with the search warrant and consult with legal counsel.

Confidentiality/privacy issues prohibit the general public from viewing security camera footage. If a member of the general public wishes to obtain a copy of video footage they should make the request to the Library Director, or, in his or her absence, the Librarian in Charge. In the case of the general public looking for information regarding a crime or accident, they should request the information first from the Police Department.

The Library avoids creating unnecessary records, retaining records not needed for the fulfillment of the mission of the Library, as well as practices that could place personally identifiable information on public view.