

PATTERSON LIBRARY

DIGITAL VIDEO SURVEILLANCE

The Patterson Library employs video security cameras to ensure the physical security of the library facility, staff and patrons. A sign is posted at the library entrance 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 Patterson Library.

SECURITY CAMERA LOCATIONS

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 patrons would not have an expectation of privacy. Examples include common areas of the library such as entrances, near book and media collections, and public seating. 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.

Cameras are not installed nor will they be used for the purpose of routine staff performance evaluations.

Security cameras are not constantly monitored so staff and public should take appropriate precautions for their safety and for the security of personal property. The Patterson Library is not responsible for loss of property or personal injury. This policy shall not impose any responsibility on the library, its Board of Trustees, or its employees to protect against or prevent personal injury or loss of property.

ACCESS TO DIGITAL IMAGES

Recorded digital video images could 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 Patterson Library's Patron Privacy Policy.

USE/DISCLOSURE OF VIDEO RECORDS

Video records and still photographs may be used by members of the administrative team to identify those responsible for library policy violations, potentially criminal or unsafe activity on library property, or actions considered disruptive to normal library operations.

Upon approval by the director, video records and still records may be shared with other library staff to identify those suspended from library property and to maintain a safe, secure and policy-compliant environment. Shared images may remain posted in restricted staff areas not viewable by the general public for the duration of the suspension.

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Under certain circumstances set forth below, members of the administrative team may use a still photograph or selected portions of recorded data to comply with a law enforcement directive or to request law enforcement review for assessing the security risk of a specific individual or for investigating a potential crime on library property.

LAW ENFORCEMENT REQUESTING ACCESS TO SECURITY CAMERA FOOTAGE

Library staff are required to refer any law enforcement request or order for security camera footage or still photographs to the library director. The library does not make security camera footage or still photographs available to any agency, of federal, state, or local government unless pursuant to subpoena, warrant, court order, emergency situation or when otherwise required by law. Before complying with any such requests, legal counsel is consulted to determine the proper response.

In the event of a search warrant, which is executable immediately, library administration will consult with legal counsel for advice regarding whether the search warrant is legally sufficient, and if so, shall comply with the warrant. Upon receipt of a subpoena or other court order, library administration shall consult with legal counsel to determine if the document is legally sufficient and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, library administration shall insist any defect be remedied before releasing records that contain patron information. For additional direction concerning law enforcement requests of orders to obtain security camera footage or other records, library staff should review the Patterson Library's Law Enforcement Policy.

GENERAL PUBLIC REQUESTING ACCESS TO SECURITY CAMERA FOOTAGE

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 because the patron complains of a suspected crime, the patron should be advised to file a police complaint.

RETENTION OF DIGITAL IMAGES

The library avoids creating unnecessary records and 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. Recordings are retained for no longer than 30 days in accordance with the library's records retention schedule, unless otherwise directed by law enforcement or required as part of an ongoing investigation or litigation.