

Security Camera Policy

Georgia Public Library Security Camera Policy

Purpose of Security Cameras

The purpose of the security system is to provide peace of mind to library users and staff, and enhance the safety and security of library users, staff, and property. This policy is in force to deter public endangerment, vandalism, and mischief in unsupervised areas and, when necessary, to provide law enforcement assistance in prosecuting criminal activity.

Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and policies. The library's security camera system will be used only for the protection and safety of library visitors, employees, assets, and property, and to identify persons breaking the law or violating the library's **Patron Code of Conduct**.

Public Notice: Signage

Signage will be posted at the library entrance at all times, informing the public that security cameras are in use.

Security Camera Locations

Cameras may be installed in locations where individuals lack a reasonable expectation of privacy and placed in both indoor and outdoor locations. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms and office areas.

Security

The Library has no obligation to monitor the cameras in real time. As the cameras are not constantly monitored, Library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury.

Data Storage & Access

See the **Town of Georgia Video Surveillance and Physical Access Control Policy** for more information on data storage and access.

For investigations initiated by law enforcement agencies, recorded data from inside the **Georgia Public Library** building will be made available to law enforcement upon presentation of a valid court order or warrant establishing probable cause to review the data.

Approved by the Georgia Public Library Board of Trustees on [DATE]