

Security Camera Policy

Brownell 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 ordinances. 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 Behavior Guidelines.

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 to the archival footage in pursuit of documented incidents of injury, criminal activity or violation of the Library's Behavior Guidelines is restricted to senior Library staff, as designated by the Library Director. In situations involving banned patrons, stored still images may be shared with staff system-

wide. Cameras are not continuously monitored. However, circumstances including reports of policy violations, suspected criminal activity, and destruction or theft of library resources may require such monitoring to occur. Recorded data is confidential and secured in a controlled area. Recordings will be stored for approximately 91 days, unless required as part of an ongoing investigation. As new images are recorded, the oldest images will be automatically deleted.

For investigations initiated by law enforcement agencies, recorded data from inside the Brownell 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 Brownell Library Board of Trustees on 10/15/19