

SECURITY CAMERA POLICY

Purpose

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 video images at the Independence Public Library. The library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Because library staff is unable to provide direct supervision over all areas within the library, video security cameras have been placed at selected locations in order to observe and record visible activities of persons within the library and on library grounds in lieu of direct supervision.

Cameras will not be installed for the purpose of monitoring staff performance.

Observation of activity, whether in real time or from digitally recorded storage, shall be limited to activities that are specific to library operations, may affect the safety and security of library patrons and staff, and provide protection for library assets or property. Staff and patron safety is the first priority in any threatening situation. The protection of library property is of secondary importance.

Privacy and Confidentiality

Camera placement shall be determined by the library director or his/her designee. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as toilet areas within restrooms.

Cameras are not positioned to identify a person's reading, viewing or listening activities. However, recorded images may include identifiable persons requesting information or checking out an item. Records will be treated as confidential as provided in Iowa Code §22.7 (13). Protected information shall be held in confidence by the library staff under the library's confidentiality policy.

Public Notice

Signage shall be displayed within the library advising of the recording of video images. Conversations or other audible communication shall not be monitored or recorded by the security cameras.

Data Storage

Cameras will record activities in real time and images will be saved to the camera server's hard drive. Current software deletes images automatically as the capacity of the hard drive is reached.

Cameras will not be monitored continuously by library staff.

In situations involving banned patrons, stored images may be shared with all staff. Shared images may remain posted in restricted staff areas for the duration of time the individual is banned.

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Because security cameras are not constantly monitored, staff and public should take appropriate precautions for their safety and for the security of personal property. Neither the Independence Public Library, its staff or board; nor the City of Independence is responsible for loss of property or personal injury.

Authority to Access Recorded Data

The library director may designate library staff members who may access video in real time or recorded formats. Generally, in addition to the director, the assistant director and all staff manning the circulation desk will be granted authority.

Circumstances under which designated staff may access images in real time include, but are not limited to, observation of areas beyond view from designated workstations for assurance of safety and security. Access to real time or recorded imagery is also authorized to designated staff upon report of suspicious behavior, including policy violations, criminal activity, destruction or theft of library property or assets, or other activity that may be disruptive to library operations.

Law Enforcement

All requests for viewing of real time or recorded imagery by law enforcement officials must be presented to the library director. If the library director is unavailable, such requests shall be presented to the assistant director or other designated staff member.

If Law Enforcement notifies library staff that a life may be in danger and time is of the essence, and requests to view security camera footage, law enforcement shall be allowed to view the pertinent footage including, but not limited to the Main Entrance, and Exterior of Building.

If a life is not in danger, the execution of a search warrant is required for law enforcement to view recorded images. Such records will be released only pursuant to valid court order.

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

Public Disclosure

Confidentiality/privacy issues prohibit the general public from viewing security camera footage. If the library receives a request from the general public to inspect security camera footage, the general public will be advised to file a police complaint in accordance with Iowa Code Chapter 22.