

Boone Area Library POLICY AND PROCEDURES	Section: Building	Effective Date: 1/2024 Supersedes: 9/2013
	Title: Security Cameras	

1.0 Policy

1.1 Policy Statement

Boone Area Library uses security cameras to help document events involving the safety and security of Library users, staff, and property. The security cameras provide real-time surveillance through a video management system. The primary use of security cameras is to discourage inappropriate and illegal behavior and to enhance the opportunity to apprehend offenders. including limiting the use of the building and services by individuals whose activities interfere with Library operations, adversely affect public safety, or cause public disturbances.

1.2 Scope

This policy is applicable to the locations in and immediately surrounding the Boone Area Library.

2.0 Guidelines

2.1 Signage

The Library shall post and maintain signs giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library property

2.2 Camera Location

Cameras are located in multiple areas around the property to view or capture any illegal acts such as theft, vandalism or other activity that violates Library policy or criminal law.

Cameras are not placed in areas where patrons and/or staff have a reasonable expectation of privacy such as restrooms or areas designated for breast feeding.

2.3 Access to Digital Images

Video data is recorded and stored digitally. Recorded data is considered confidential and secure. Access to live feeds of images is available to staff in order to monitor current activity.

Access to recorded video data is limited to the Library Director and Board of Trustees. Certain cameras do capture sound, which may be used during an investigation.

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ACCESS BY LAW ENFORCEMENT AND PATRON PRIVACY

Video surveillance records are not to be used directly or indirectly to identify the activities of individual Library patrons except as viewed in relation to a specific event or suspected criminal activity, suspected violation of Library policy, or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability. Authorized individuals may use a still shot 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. Video data will be made available to law enforcement officials or agencies upon written request. The Library shall retain a copy of the request. Recorded data will be accorded with confidentiality.