

Joseph T. Simpson Public Library
Video Surveillance Policy
Adopted September 10, 2013
Revised June 14, 2016

Surveillance cameras are installed in the Joseph T. Simpson Public Library to protect the safety and security of library visitors and staff, as well as the building and its contents, while respecting individuals' rights to privacy. Staff and library patron safety is the first priority.

Surveillance cameras are positioned to monitor public areas of the library. They shall not be used in rest rooms nor shall they be positioned to identify a person's reading, viewing, or listening activities in the library. Audio is not recorded. Signs are posted within the library indicating that the facility is monitored by surveillance cameras.

Images from the library surveillance cameras are for the use of the library. The executive director or designee may share images with law enforcement personnel upon request or as otherwise required by law. Images may be posted in restricted staff areas for the purpose of identifying banned patrons and people responsible for library policy violations, criminal activity, or actions considered disruptive to normal library operations. Images will be viewed on designated staff monitors to ensure private access by authorized library staff only.

Images from the library video security system are stored digitally on hardware in the library. It is the intent of the library to retain all recorded images for approximately 30 days. Typically, the images will not be routinely monitored in real-time nor will they be reviewed unless an incident comes to the attention of the executive director or library staff.

Video records may be used to identify persons responsible for library policy violations, criminal activity, or actions considered disruptive to normal library operations. Video records of incidents may be retained and reviewed for as long as considered necessary by the executive director.

Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws upon receipt of a subpoena. The requirement of a subpoena may, however, be waived by the executive director when appropriate.

Only the executive director or designee shall be authorized to release any video record to any third-party other than law enforcement.

Only the executive director or employees authorized by the executive director shall operate the video surveillance system.

Video surveillance cameras shall not be used to evaluate routine employee performance unless an incident comes to the attention of the Executive director or library staff. However, video surveillance may be used to monitor areas where financial transactions occur. Employees should be aware that the video surveillance system does not cover 100% of the library interior and exterior. It may not provide the level of detail necessary to spot suspicious activity or identify criminals.

Video records shall not be used or disclosed other than as specifically authorized by this policy or as otherwise required by law.