

## SECURITY CAMERA POLICY

The Security Camera Policy of The Field Library is that footage taken from the cameras shall only be released to law enforcement upon law enforcement's request.\*

### **Purpose of Library Video Surveillance**

The Library monitors and records activity on its premises to discourage and document illegal activity and violations of Library Policy. The use of video surveillance is intended to enhance patron and staff safety and protect property.

The Library Director authorizes the placement of cameras with the approval of the Library Trustees. Cameras are placed to view and record activity only in common areas where there is no expectation of privacy.

Viewing of Live Surveillance Live feeds of select Library common areas will be viewable to library staff and, in some instances, may be viewable to the general public. No areas where there is a reasonable expectation to privacy, such as restrooms, will be under surveillance.

As monitoring of live camera feeds is not constant, the public and staff should always take precautions to secure their own safety and personal property.

### **Viewing of Video Recordings**

Access to video recordings is kept secure. Personnel authorized by the Library Director may review recordings to: • assure proper functioning of equipment • identify perpetrators of criminal activity or violators of Library Policy • monitor afterhours activity • assist law enforcement in emergency situations (e.g., lost or missing person searches)

### **Disclosure of Video Recordings**

Stills or video recordings revealing criminal activity or infractions of Library Policy may be shared with law enforcement upon the request of law enforcement. Additionally, the Library Director may release footage to law enforcement to investigate issues unrelated to the Library.

Recordings that include personally identifiable information will be protected as outlined in the Library's Privacy Policy.

### **Retention of Recordings**

Recordings will be retained until the allotted retention space has been filled or for twenty-one days, whichever comes first. Recordings that document illegal activity or infractions of Library Policy may be retained if needed for an ongoing investigation or litigation.

APPROVED BY THE FIELD LIBRARY BOARD OF TRUSTEES JUNE 9, 2016