

Henderson County Public Library

Digital Video Surveillance Policy

Purpose

The library strives to maintain a safe and secure environment for its employees and the public. In pursuit of this objective, selected areas of the library are equipped with video cameras to protect the safety and security of people, the building and its contents, while protecting individual rights to privacy.

Security Camera Locations

Cameras are installed in locations where employees and the public would not have an expectation of privacy. Examples include common areas of the library such as entrances, near library materials and equipment, public seating areas, and parking lots. Cameras are not used in restrooms nor are they positioned to identify a person's reading, viewing, or listening activities in the library.

Use/Disclosure of Video Records

Surveillance images may be viewed by library employees to identify anyone responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations. These images may be shared with the entire library staff or law enforcement officials in order to maintain a safe and secure environment. Video records shall not be used or disclosed other than as specifically authorized by this Policy. Video records may contain personally identifiable information about an individual who has used any library service or borrowed any library materials and will be accorded the same level of confidentiality and protection provided to library users under the library's *Confidentiality of Patron Records Policy*.

Public Requests for Camera Footage

Confidentiality and privacy issues prohibit the general public from viewing security camera footage. However, if a member of the public reports an incident to the library, staff will review the security footage for evidence of the incident and alert the local authorities if necessary.

Official Requests for Camera Footage

All official requests for security camera footage will be referred to the Library Director. Any library employee who receives a request, or who is served with a subpoena, court order, or other legal process, to release or disclose any security camera footage shall promptly notify the Library Director. The Library Director shall, in a timely manner, review all requests and orders, consult with an attorney representing the library as necessary, and respond in an appropriate manner to each such request and order in accordance with this Policy. Protected and confidential information may be disclosed by the Library Director without a subpoena, court order, or other legal process to a law enforcement officer who is investigating a matter which may be

reasonably construed to be a threat of imminent or immediate danger to life or limb of the general public or staff.

Retention of Digital Images

Images from the security cameras are stored digitally on hardware in the library. Security camera footage will be kept confidential and security recording equipment will be kept in a locked area. Recordings will be retained for a period determined by the storage capacity of the equipment. As new images are recorded, the oldest images will be deleted. In the case of an incident, selected digital video or still images may be saved for longer periods of time.

Adopted by the Henderson County Public Library Board of Trustees: April 29, 2011

Reviewed and amended: August 14, 2014