

# SECURITY CAMERAS

FAC-9.a

Approved: 02/18/2015

## Policy Statement

Jensen Memorial Library strives to maintain a safe and secure environment for staff, patrons, and library property. In pursuit of this objective, selected areas of the library premises are equipped with video cameras. The library's video security system shall be used only for the protection and safety of customers, employees, property, and to assist in law enforcement. The system is intended to complement and not replace other library security procedures.

## Definition

The Security Camera System is a closed network with cameras utilized to capture images for monitoring or review by library administration.

## Guidelines

- 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 Jensen Memorial Library nor the City of Minden is responsible for loss of property or personal injury.
- Cameras may be installed in public spaces where individuals lack a reasonable expectation of privacy. Examples include common areas of the library such as entrances, public service areas, shelving areas, seating areas, hallways, and parking lots.
- Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as in restrooms.

## Regulations

1. Only the Library Director, and Board of Trustees member(s) or employee(s) designated by the Director, are authorized to access or operate the video security system.
  - a. Reproduction or storage of images is restricted to the Director.
  - b. Access to reviewing live or stored images is limited to the Director up and to the point at which it is deemed necessary for others, as appointed by the Director, to view still shots or portions of footage for safety or security reasons.
2. Reasonable efforts shall be made to safeguard the privacy of customers and employees.
3. With the exception of records retained for criminal, safety or security investigations, the library will not maintain a copy of recordings for longer than approximately 30 days, depending on memory usage and recording length.
4. In an emergency situation, the Director or Director's designee may provide remote access to the security system to the Minden Police Department and/or Kearney County Sheriff's Department for the duration of the emergency.
5. The director or his/her designee may use a still shot or portions of the recorded data to request law enforcement review for assessing a security risk or investigating a crime.

6. For investigations initiated by law enforcement agencies, recorded data will be made available upon presentation of a valid court order. Only the Director or Director's designee will be authorized to release images to law enforcement.
7. The digital video recorder and recorded data shall be considered confidential and maintained in a secure manner.
8. The system is not to be used for live monitoring, unless there is a significant rule violation or security situation.
9. Footage will not be used for the purpose of monitoring staff performance.
10. Signage shall be posted to inform the public of the presence of security cameras.