

Digital Video Surveillance Policy

Date Approved: 7/11/2023

Approved by Superior Library Board

Date Amended:

Purpose

Areas of the library are equipped with video cameras for the protection and safety of patrons, employees, assets, property, and to identify persons breaking the law or violating the library's Code of Conduct.

The purpose of this policy is to establish guidelines for the placement and use of digital video cameras and still photographs, as well as the access and retrieval of recorded digital video images and still photographs at the Superior Public Library. Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and ordinances.

Security Camera Locations

Reasonable efforts are made to safeguard the privacy of patrons and employees. The video security cameras are positioned to record only areas specified by the Director and maintain a safe and secure environment in compliance with library policies. Camera locations shall not be changed or added without the permission of the Director.

Camera may be installed in locations where staff and patron would not have an expectation of privacy. Examples are common areas, book drop parking lots. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms; nor are they positioned to identify a person's reading, viewing, or listening activities in the library.

Access to Digital Images

The monitoring and operating the live security system will only be viewed by the Library staff. The Library Director will have access to the recorded archival data in pursuit of incidents of criminal activity, litigation, or violation of the Patron Code of Conduct. With the knowledge of the Director other staff may be asked to review recorded data to ascertain security concerns related to a specific incident.

Such persons shall not violate any laws relevant to this policy in performing their duties and functions related to the video security system.