

## **Security Camera Policy**

### **Purpose**

The Shenandoah Public Library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Because library staff is unable to provide direct supervision over all areas within the library and library grounds, video security cameras have been placed at selected locations in order to observe and record visible activities of persons within the library and library grounds in lieu of direct supervision.

Observation of activity, whether in real time or from digitally recorded storage, shall be limited to activities that are specific to library operations, may affect the safety and security of library patrons and staff, and provide protection for library assets or property. Real-time monitors may be set up in public areas at the discretion of the director. 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 the Shenandoah Public Library nor the City of Shenandoah is responsible for loss of property or personal injury.

### **Privacy and Confidentiality**

Camera placement shall be determined by the library director or his/her designee. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as toilet areas within restrooms.

To the extent that any recorded images include identifiable persons requesting information or checking out an item, such record shall be treated as confidential as provided in Iowa Code §22.7 (13). Only designated library staff may view real time images or screen recorded images for potential breach of confidentiality. Any inadvertent views of protected information shall be held in confidence by the library staff under the library's confidentiality policy.

Cameras will not be installed for the purpose of monitoring staff performance.

### **Public Notice**

Signage shall be conspicuously displayed within the library advising of the recording of video images. Conversations or other audible communication shall not be monitored or recorded by the security cameras.

### **Data Storage**

Cameras will record activities in real time and images will be saved to the camera server's hard drive. The capacity of the storage system allows for images to be stored for at least 14 days. Current software deletes images automatically as the capacity of the hard drive is reached. The library is not obligated to store images past the 14-day limit.

**Authority to Access Recorded Data**

The library director holds the authority for the records of the Shenandoah Public Library. (See Circulation Policy, Section A. Confidentiality Policy for the procedural steps necessary.)

Circumstances under which designated staff may access images in real time include, but are not limited to, observation of areas beyond view from designated work stations for assurance of safety and security.

**Law Enforcement**

Cameras may be installed in areas that could assist Law Enforcement in documenting traffic accidents or other incidents unrelated to the Library that take place on the public streets and surrounding properties within camera view. All requests for the viewing of real time or recorded imagery by law enforcement officials must be presented to the library director or designee. Law enforcement may view recorded images unless such images include records protected by Iowa Code §22.7 (13)

**Public Disclosure**

All requests for public disclosure of recorded images shall be presented to the library director or designee. Guidelines for public disclosure of video imagery shall follow the procedures established by the library director in accordance with Iowa Code Chapter 22 and Shenandoah Public Library's Circulation Policy, Section A. Confidentiality Policy.

**Surveillance Image Public Disclosure Form**

Name and contact information: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Other pertinent information: \_\_\_\_\_

**References**

This policy was adapted from the Ames Public Library's Library Resources – Library Security Cameras Policy (Ames, IA) and the Omaha Public Library's Security Camera Policy (Omaha, NE).