

# SECURITY CAMERA POLICY

## PURPOSE

The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded video images at the Nevada Public Library. Nevada 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 on library grounds in lieu of direct supervision.

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

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. Staff and patron safety is the first priority in any threatening situation. The protection of library property is of secondary importance.

## 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.

Cameras are not positioned to identify a person's reading, viewing, or listening activities. However, 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.

## 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. Current software deletes images automatically as the capacity of the hard drive is reached.

Cameras will not be monitored continuously by library staff.

In situations involving banned and barred patrons, stored images may be shared with all staff. Shared images may remain posted in restricted staff areas for the duration of the banishment.

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 Nevada Public Library nor the City of Nevada is responsible for loss of property or personal injury.

#### **AUTHORITY TO ACCESS RECORDED DATA**

The library director holds the authority to designate library staff members who may access video in real time or recorded formats. Generally, authority may be delegated to the adult staff during hours of operation.

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. Access to real time or recorded imagery is also authorized to designated staff upon report of suspicious behavior, including policy violations, criminal activity, destruction, or theft of library property or assets, or other activity that may be disruptive to library operations.

#### **LAW ENFORCEMENT**

All requests for viewing of real time or recorded imagery by law enforcement officials must be presented to the library director. If the library director is unavailable, such requests shall be presented to the administrative or supervisory staff designated by the library director to hold such authority. Law enforcement may view recorded images unless such images include records protected by Iowa Code §22.7 (13), in which case such records would be released only pursuant to valid court order.

In the event of a search warrant, which is executable immediately, library administration will comply with the search warrant and consult with legal counsel.

Upon receipt of a subpoena or other court order, library administration shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, library administration shall insist any defect be remedied before releasing records which contain patron information.

#### **PUBLIC DISCLOSURE**

Confidentiality/privacy issues prohibit the general public from viewing security camera footage that contains patron information. If the library receives a request from the general public to inspect security camera footage which contains patron information, the general public will be advised to file a police complaint.

All requests for public disclosure of recorded images shall be presented to the library director or the administrative staff member designated to act in his/her stead. Guidelines for public disclosure of video imagery shall follow the procedures established by the library director in accordance with Iowa Code Chapter 22.

A copy of this policy may be shared with members of the public upon request.