

**7A | Security System****Revised:** 2/13/19**Purpose**

In order to protect Library personnel, users, and property: a multi-faceted security system is in place throughout the Library's premises. Under no circumstances are any security applications or features to be used to violate an individual's privacy.

**Scope**

The Library's security system is primarily comprised of a burglar alarm with internal motion sensors and a closed-circuit security camera system.

Another key element of the Library's security system is its staff members, who are expected to enforce all policies and procedures in instances when the Library's security may be at risk. However, at no point are any personnel expected nor encouraged to put their safety at risk by physical engagement, acting alone, escalating a situation, or by pursuing a person suspected of committing a crime in or against the Library; rather, local law enforcement are to be called in to handle any dangerous or potentially dangerous situation.

When called upon by law enforcement personnel to produce any type of document, the level at which the Library will cooperate without a formal Freedom of Information request or subpoena or warrant is to be determined by the Executive Director or Person-in-Charge.

Immediately following any security- or safety-related situation arising on Library premises, whether local enforcement are called upon or not, a detailed incident report is to be filed.

**Related Policies**

Conduct & Code of Conduct

**Adopted:** 11/12/97**Revisions:** 5/09/07, 8/10/11