7A | Video Surveillance   **Revised:** 4/13/22

Purpose

In order to enhance the physical security of the Library, its staff, users, and property, a video surveillance system is in place throughout the Library's premises which includes video cameras in select public areas of the Library. Under no circumstances are any security applications or features to be used to violate an individual's right to privacy or confidentiality, as outlined in applicable state and federal laws and in Article VII of the *Library Bill of Rights*.

Library Use of Security Cameras

Security cameras operate continuously and images are stored digitally on premises in a secure location. Signage shall be posted giving notice of the presence of surveillance equipment in the Library.

It is the Library's intent to retain all recorded images for at least 30 days, or until the capacity of the storage system is reached. At that point, the oldest stored images are automatically deleted by the system to provide file space for new images.

Typically, these images are not routinely monitored by staff in real time but the video feeds may be utilized by staff from time to time to check areas with poor sightlines and as part of opening and closing procedures.

Individual staff may not isolate footage from the video surveillance system without the authority of the Executive Director.

Following incidents that occur on the Library's premises:

- Video footage may be reviewed to identify the person or persons responsible for policy violations, unlawful activity, or other actions deemed to be disruptive to peaceful library operations.
- Video footage may be used to assist law enforcement agencies in accordance with applicable state and federals laws, but typically if law enforcement agencies request public records like surveillance footage they must proceed with a Freedom of Information Act request or produce a warrant or subpoena for the footage.
- Video footage of incidents can be retained and reviewed for as long as it is considered necessary by the Executive Director.

- Images from video footage may be shared with other library staff to identify a person or persons who have been involved in an incident and/or had their use of the Library revoked in order to maintain a safe and secure environment.

Library Users Filming in the Library

A library user may take still photographs or videos in public areas of the library building for personal, noncommercial use if no specialized equipment is used, such as tripods and lights. If specialized video equipment is to be used, requests must be made at least 24 hours in advance to the Executive Director. This does not extend to any staff spaces and to public areas where privacy is expected and must be maintained, including all restroom facilities and study rooms.

The Executive Director may permit use of the Library's facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the Library and accommodates the rest of this policy. The Library may charge a fee to offset costs incurred by the Library to provide access to the facility. Prior permission must be sought by the Executive Director at least one (1) week in advance.

The following are strictly prohibited by those taking photographs or videos in the Library:

- Compromising a patron or staff member's right to privacy;
- Harassing, intimidating, or threatening a patron or staff member;
- Monopolizing a library staff member's time or otherwise interfering with the performance of their duties;
- Blocking any walkways, aisles, stairwells, doors, entrances, or exits.

When taking photographs and videos of publicly available collections, users are solely responsible for obtaining consent or other permission when capturing images or videos of copyrighted materials.

If any user is found to be in violation of this policy, other relevant Library policies, or laws, the Library reserves the right to ask that the photography/videography activity cease immediately.

Adopted: 11/12/97

Revisions: 2/13/19, 5/09/07, 8/10/11