

Seymour Public Library District

Policy Title: Video Surveillance Policy **Policy Number** 705 **Policy Category:** Public Space & Safety

Effective Date: 6/25/2019, reviewed 1/24/23

Seymour Public library strives to maintain a safe and secure environment for its patrons and staff. Selected areas of the Library are equipped with security cameras for the safety and security of the building, staff, and patrons. The public is notified, on clearly worded signs, that the Library is under video surveillance so that visitors have a reasonable and adequate warning that the surveillance is or may be in operation.

Security Camera Locations

The Library understands that privacy is important to patrons and staff. This policy is in force to deter public endangerment, vandalism, theft, and mischief, and to identify those individuals involved in such activity for law enforcement purposes, while adhering to the Protection of Privacy Act and the Freedom of Information Act.

Reasonable efforts are made to safeguard the privacy of Library patrons and staff. Cameras are positioned to record high traffic areas, and will complement other measures to maintain a safe and secure environment in compliance with Library policies. No audio will be recorded. Camera locations will not be changed or added without permission of the Director. Cameras will not be installed in locations where staff and patrons would 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/Recordings

Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. Seymour Public library District is not responsible for loss of property or personal injury.

Live camera footage will not be available to the public for viewing at any time. Only the Director/designee and the Library IT company have access to the administrative settings of the digital video recorder and playback systems.

Live footage will only be viewed in cases where Library staff cannot actively monitor the area(s) being recorded. Recordings are viewed only to investigate pre-defined occurrences.

Violations of these policies and rules by Library employees are subject to discipline, up to and including termination.

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Disclosure of Digital Images/Recordings

Video records and still photographs may be used to identify person(s) responsible for policy violations, criminal activity on Library property, or actions considered disruptive to normal operations.

In situations involving banned patrons, stored still images may be shared with staff. Shared images may remain posted in restricted staff areas for the duration of the banning period. After the banning period ends, these images will be archived in the Director's office for 5 years.

Video records and photos obtained through the video monitoring system will be released as necessary and in accordance with applicable laws, such as in response to search warrants, court orders, requests by the police for an active investigation, or to forestall the imminent escape of a suspect or destruction of evidence.

Recordings are reviewed by two Library staff to determine if the incident is administrative or police reportable. If the incident is determined to be police reportable, the Director/designee will make the report and release any video recording to law enforcement. If the Director is involved in an incident, the Board President may access the digital recordings and release the recording to law enforcement. In no event, unless required by an enforceable legal process, shall any video records be released to the media, patrons, or other persons.

Confidentiality and privacy issues prohibit the public from viewing security camera footage that contains personally identifying information about library users. If library staff receive a request for the public to inspect security camera footage, staff will advise the requestor to file a police complaint.

Retention of Digital Images/Recordings

Images from the security cameras are stored digitally on hardware in the library. It is the intention of the library to maintain images for a minimum of 14 days or until system capacity is reached, then the oldest recordings are automatically deleted to make room for new recordings.

The retention period for recordings is typically two weeks but may vary based on the storage space available on the system's hard drive. Recordings required for evidence are saved to a secure file, stored in a secure environment, and destroyed in accordance with the Library's Record Retention policy.

Disclaimer of Responsibility

Questions from the public may be directed to the Library Director.

The Library disclaims any liability for the use of video data in accordance with the terms of this

policy given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

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Revision History

Adopted	Board of Trustees 06/25/2019
Review - Minor grammar/typos	Board of Trustees 01/24/2023

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