

# Security Camera Policy



## **Purpose**

Security cameras are used to protect and enhance the safety and security of library patrons, staff, and property, by discouraging violations to the Patron Behavior Policy, assisting staff in preventing violations, and, when needed, providing assistance to local law enforcement in prosecuting criminal activity. The purpose of this policy is to establish guidelines for placement of cameras, and usage and access to recorded video images.

## **Placement of Cameras**

The Leach Public Library has video-only security cameras placed and positioned to monitor public areas of the library. Cameras are not used in areas where patrons have a reasonable expectation of privacy, including restrooms. Cameras and recordings are not used to identify a patron's reading, viewing or listening activities in the library. Signage will be posted at library entrances and throughout the library to alert the public to the use of security cameras.

## **Access and Use of Recordings**

Recordings will be maintained for a minimum of fourteen (14) days, as electronic space allows. Security cameras and resulting recordings are not constantly monitored; therefore, staff and the public should take appropriate precautions for their safety and the security of personal property. Neither the Leach Public Library nor the City of Wahpeton are responsible for loss of property or personal injury.

Data recorded by the cameras is considered to be secure and confidential. Access to live or archived camera footage is limited to the library director or designated library staff. Access is also allowed by law enforcement when pursuant to a subpoena, court order, or for matters of local law enforcement. Library staff will seek legal counsel from the City Attorney's Office in the event of such a request, and will respond to the request on the advice of counsel. Patron access to video footage is not allowed without a court order, and such requests will be referred to local law enforcement.

In all other respects, recorded data will be accorded the same level of confidentiality and protection provided to library users by North Dakota State law, the Leach Public Library and the American Library Association policies on confidentiality and privacy.

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