

Allegheny District Library Security Camera Policy

Purpose

Security cameras are used to enhance the safety and security of library users and staff by discouraging violations of the Library's Code of Conduct, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity.

SECURITY CAMERA GUIDELINES

1. The security cameras only capture video images. Conversations or other audible communication shall not be monitored or recorded by the security cameras.
2. Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the library such as parking lots, entrances, seating areas, service desks, and areas prone to theft or misconduct, or areas where money is stored or handled.
3. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy such as restrooms or private offices.
4. Signs will be posted at all entrances informing the public and staff that security cameras are in use.
5. The Library has no obligation to monitor the cameras in real time. As the cameras are not constantly monitored, Library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury.
6. Recorded data is confidential and secured in a controlled area. Video recordings will typically be stored according to the library's Record Retention Schedule. As new images are recorded, the oldest images will be automatically deleted.
7. Requests for images arising from an approved FOIA action, subpoena, or court order, will be preserved until those requests or orders are resolved.
8. Regarding the placement and use of the digital recording cameras, staff and patron safety is the first priority; protection of library property is of secondary importance.
9. Cameras are not installed and will not be used for the purpose of routine staff performance evaluations; they may be used in the case of staff malfeasance, misconduct, or in the case of policy violations.
10. Only the Director and Assistant Director have the authority to approve access to security camera logs and recorded footage.

USE/DISCLOSURE OF VIDEO RECORDS

1. The Director or Assistant Director may access archived video footage for the purposes of investigation of injury, criminal activity, or violation of library policies.

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2. Library staff have access to real-time images, viewable on desktop monitors placed in secure areas to ensure private access. The frequency of viewing and the amount of video viewed will be limited to the minimum needed to assure safety, give assurance that the system is working, to ascertain if footage is available relative to a specific incident, or to ensure the best patron experience.
3. Video records and still photographs may be used by the Director or Assistant Director to identify those responsible for library policy violations, criminal activity on library property or actions considered disruptive to normal library operations as delineated in the Library Code of Conduct.
4. In situations involving banned patrons, stored still images may be shared with staff system- wide. Shared images may remain posted in restricted staff areas for the duration of the banning period.

UNAUTHORIZED ACCESS AND/OR DISCLOSURE

1. Recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from a library are not considered a “Library Record” and may be disclosed. The Director or Assistant Director will determine whether the images can be disclosed without a court order or written consent. Recorded Video Surveillance will only be disclosed pursuant to the Library Freedom of Information Act policies if permitted by Michigan law and Library policy.
2. Any form of unauthorized capture, digital or otherwise, is strictly prohibited. No staff member may download recorded footage, capture a recorded or live image by photograph, or make video copies of security camera recordings or live footage.
3. A breach of this policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Director of the breach.

DISCLAIMER OF RESPONSIBILITY

A copy of this policy may be shared with any patron or staff member upon request. The policy is also posted on the Allegan District Library’s official website.

Questions from the public regarding this policy may be directed to the Library Director.

The Library disclaims any liability for use of the 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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Review

This policy will be reviewed by the Facilities Committee every four years.

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