

SECURITY CAMERA POLICY

Boone Area Library uses security cameras to help document events involving the safety and security of Library users, staff, and property. The security camera installation consists of dedicated cameras which may provide real-time surveillance through a video management system. The primary use of security cameras is to discourage inappropriate and illegal behavior and to enhance the opportunity to apprehend offenders. Library use is governed by the policy established by the Library Board of Trustees and any applicable rules or regulations adopted by the Library. The Library Director as the executor of the policy for the Board of Trustees has discretion in determining what use is "in the best interest of the Library" and is authorized to act accordingly, including limiting the use of the building and services by individuals whose activities interfere with Library operations, adversely affect public safety, or cause public disturbances. The Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

SIGNAGE

The Library shall post and maintain signs giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library property.

CAMERA LOCATION

Cameras are located to view service desks, exits, and areas prone to theft, vandalism or other activity that violates Library policy or criminal law. In no event shall cameras be located in areas where patrons and/or staff have a reasonable expectation of privacy such as restrooms or areas designated for breast feeding.

ACCESS TO DIGITAL IMAGES

Video data is recorded and stored digitally. Recorded data is considered confidential and secure. Access to live feeds of images is available to staff at services desks in order to monitor current activity. Access to recorded video data is limited to the Library Director and Board of Trustees. **At no time, will any type of sounds or voices be recorded using security cameras.**

ACCESS BY LAW ENFORCEMENT AND PATRON PRIVACY

Video surveillance records are not to be used directly or indirectly to identify the activities of individual Library patrons except as viewed in relation to a specific event or suspected criminal activity, suspected violation of Library policy, or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability. Authorized individuals may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.

Video data will be made available to law enforcement officials or agencies upon written request. The Library shall retain a copy of the request. Recorded data will be accorded the same level of confidentiality and protection provided to library users by Pennsylvania state law and the Library's policies with respect thereto.

If an incident occurs, the video documentation will be kept for a period of 3 month. If an agency, such as the police department requests video it must be requested in that time period.