



Security Camera Policy

Purpose

The Kling Memorial Library strives to take responsible precautions to assure a safe and secure environment for its patrons and staff. Since library staff is unable to provide direct supervision over all areas within the library and library grounds, video security cameras may be placed at selected locations in order to observe and record visible activities of persons within the library and library grounds in lieu of direct supervision.

Observation of activity, whether in real time or from digitally recorded storage, shall be limited to activities that are specific to library operations, may affect the safety and security of library patrons and staff, and provide protection for library assets or property.

Policy

Privacy and Confidentiality

Camera placement shall be determined by the Library Director. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as restrooms.

To the extent that any recorded images include identifiable persons requesting information or checking out an item, such record shall be treated as confidential as provided in Iowa Code §22.7 (13). Only designated library staff may view real time images or recorded images for potential breach of confidentiality. Any inadvertent views of protected information shall be held in confidence by the library staff under the library's confidentiality policy.

Public Notice

Signage shall be conspicuously displayed within the library advising of the recording of video images. Conversations or other audible communication shall not be monitored or recorded by the security cameras.

Data Storage

Cameras will record activities in real time and images will be saved to the camera server's hard drive. The capacity of the storage will determine the length of time the image is stored. Current software deletes images automatically as the capacity of the hard drive is reached.

Cameras will not be monitored continuously by library staff. Authorization to view stored images may be granted by the Library Director or her/his designee(s).

Authority to Access Data

The Library Director holds the authority to designate library staff members who may access video in real time or in recorded formats. Circumstances under which designated staff may access images in real time include, but are not limited to, observation of areas beyond view from designated work stations for assurance of safety and security. Access to real time or recorded imagery is also authorized to designated staff upon report of suspicious behavior, including policy violations, criminal activity, destruction or theft of library property or assets, or other activity that may be disruptive to library operations.

Library Use of Images

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

Video records may be shared with authorized library staff when appropriate, or upon approval of the Director, to identify those suspended from library property and to maintain a safe, secure, and policy-compliant environment.

Law Enforcement

Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws. All requests for the viewing of real time or recorded images by law enforcement officials must be presented to the Library Director. If the Library Director is unavailable, such requests shall be presented to the supervisory staff designated by the Library Director to hold such authority. Law enforcement may view recorded images unless such images include records protected by Iowa Code §22.7 (13), in which case such records would be released only pursuant to a valid court order.

Public Disclosure

All requests for public disclosure of recorded images shall be presented to the Library Director. Guidelines for public disclosure of video imagery shall follow the

procedures established by the Library Director in accordance with Iowa Code Chapter 22 and Kling Memorial Library's Confidentiality policy.

Unauthorized Access and/or Disclosure

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 record and/or potential privacy breach has a responsibility to ensure that the Library Director is immediately informed of the breach.

Reference

This policy was adapted from the Warren County Library's Library Security Camera Policy (Belvidere, NJ) and the Ames Public Library's Library Security Cameras Policy (Ames IA).

Adopted: April 16, 2019

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