# **Aldrich Public Library**

# **Security Camera Policy**

Enacted December 4, 2023

# **Purpose**

The purpose of this policy document is to define the usage of security cameras, and its footage for the Library, and its property. Security cameras are intended to enhance the security of Library staff, property, and its patrons. By having security cameras, acts of public endangerment, vandalism, or other crimes can be further deterred through the footage recorded. As outlined below, footage will only be provided to law enforcement, or other parties when strictly necessary.

# **Privacy**

The Aldrich Public Library is committed to maintaining the privacy of our patrons and staff. As such, in compliance with the American Library Association’s Code of Ethics, security camera footage shall not be used to monitor staff, patron or associate performance and activities, or seek violations of conduct in real time. The Library shall only use it in reaction to an incident that has occurred.

# **Access Personnel**

Only authorized personnel are permitted to view security footage. Access will be defined into a set of classifications to be determined by the Library Director or the Assistant Library Director. Each classification shall have a defined set of responsibilities. The Classifications are as follows:

1. **Library Director/Assistant Library Director:** These positions may view, and extract footage. They may also assign personnel to Temporary Operator.
2. **Administrator:** Administrators may view, and extract footage.
3. **Temporary Operator:** Temporary Operators may only view footage. Temporary Operators must be signed off by the Director or the Assistant Director to view footage for a set period of time. Upon their expiration, they must be signed off again to access footage.

# **Signage**

Signage will be displayed declaring the usage of security cameras at entrances to the building and throughout the library.

# **Security Camera Locations**

Security Cameras will not monitor all areas of the building. Security cameras will be placed at select locations of high traffic, or low staff visibility. Such locations may include entrances, hallways, and spaces without line of sight from a circulation desk. Security cameras will never be placed in private locations such as offices, and restrooms.

# **Limitations of Surveillance**

Library Staff will not be obligated to view security camera footage in real time. Access to security camera surveillance equipment will be regulated to a restricted area. Remote connections to our security system shall be delegated to authorized personnel only by the Library Director.

# **Applicable Use Cases**

In efforts to preserve the privacy of staff and patrons, security camera systems are to be used to respond to valid incidents. Valid incidents are to be defined as instances of a police warrant, court order, or subpoena being presented. However, at either the Library Director’s, or Assistant Library Director’s discretion, instances of violation of Library Code of Conduct, or existing contracts may be investigated.

Security camera systems are not to be used to surveil staff or patrons for other purposes. The Library will not be obligated to investigate lost items or property. However, security camera systems may be used at the Library Director’s or Assistant Library Director’s discretion if the safety, or well-being of another is being threatened.

**Data Retention**

Security camera footage shall be retained for 30 days. Upon its expiry date, the footage will be destroyed. Security camera footage will be stored in a secure manner. Footage taken from our server to address an incident shall be retained for the duration of the investigation or legal process. After the conclusion of its investigation or legal process, it will be deleted from its secondary storage location.

# **Data Access**

Only authorized staff, and valid law enforcement may view security camera footage. Valid law enforcement is defined as official law enforcement with a valid court order or subpoena. Any other requests are to be deferred to the Library Director or the Assistant Library Director.

# **Policy Implementation**

This policy is to be implemented by the Library Director. The Library Director may delegate tasks such as training, and policy revision to appropriate staff as needed. Policy is subject to change. However, only the most recent version of this policy is to be enforced.