

Henderson County Public Library

Security Camera Policy

Security Camera Purpose

The Henderson County Public Library strives to maintain a safe and secure environment for its patrons and staff. In pursuit of this objective, selected public areas of the library premises are under continuous video recording. The library's video surveillance system shall be used only for the protection and safety of patrons, employees, and property.

Placement Guidelines

1. Video recording cameras will be used in public spaces of library locations to discourage criminal activity and violations of the library policies. Camera locations shall not be changed or added without the permission of the Library Director. The recording of audio is restricted under the Electronic Communications Privacy Act and will not be used.
2. Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Cameras may be installed in outdoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the library such as parking lots, entrances, and delivery areas.
3. In no event shall cameras be installed in areas of the library where individuals have an expectation of privacy such as restrooms or private offices, nor are they positioned to identify a person's reading, viewing or listening activities in the library.

Signage

Signs will be posted at all entrances informing the public and staff that security cameras are in use. Example: "This parking lot is under video surveillance."

Retention

1. Recorded data is confidential and secured in a controlled area. Video recordings will typically be stored for no longer than 30 days. As new images are recorded, the oldest images will be automatically deleted.
2. Video images will not be maintained, provided no criminal activity or policy violation has occurred or is being investigated.

Access

1. Access to the archived footage in pursuit of documented incidents of injury, criminal activity or violation of the Library's Code of Conduct is restricted to designated staff. The Library Director will designate these staff members and can include/exclude members as sees fit.
2. Those designated staff may also have access to real-time images, viewable on desktop monitors, or tablets 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 give assurance that the system is working or to ascertain if footage is available relative to a specific incident.
3. Access is also allowed by law enforcement when pursuant to a subpoena, court order, or when otherwise required by law.

Use/Disclosure of Video Records

1. 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 a reasonable basis to believe a claim may be made against the library for civil liability.
2. Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. This policy shall not impose any responsibility on the Library, its Board of Trustees, or its employees to protect against or prevent personal injury or loss of property.
3. Video records and still photographs will be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations.
4. Video records and still photographs of incidents and individuals can be retained and reviewed as long as considered necessary by the Library Director.
5. In situations involving banned patrons, stored still images may be shared with staff to identify person(s) suspended, and to maintain a safe, secure environment. Shared images may remain posted in restricted staff areas for the duration of the banning period.
6. Under certain circumstances, individuals authorized under this policy 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 of library property.
7. Video records shall not be used or disclosed other than as specifically authorized by this policy.

Unauthorized Access and/or Disclosure

1. Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. If the Library receives a request from the general public to inspect security camera footage, they will be advised to file a police complaint.
2. 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 Henderson County Public Library's official website. Questions from the public 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.

Review

The Board of Trustees of the Henderson County Public Library will review the Security Camera policy and regulations periodically and reserves the right to amend them at any time.

Adopted by the Library Board: 9.11.23