

## **Tipton County Public Library**

### **Security Camera Policy**

Part of Tipton County Public Library's mission is to be a welcoming place for all Tipton County residents. Security cameras are in use at library locations as a method to increase physical security and the overall safety of the Library's patrons, staff, and property. The following are guidelines that the library will follow for the placement and use of the cameras.

#### **Security Camera Purpose and Placement Guidelines**

- Security cameras will be used in public places to document events involving the safety and security of patrons, staff, and Library property. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms, private offices, or staff break rooms. Cameras will be placed in indoor and outdoor areas.
- Cameras will not be positioned to identify a person's reading, viewing, or listening activities in the Library.
- Notices will be posted at the public entrances informing the public and staff that cameras are in use.
- Cameras are not installed for the purpose of monitoring staff performance and will not be used for the purpose of routine staff performance evaluations.
- Cameras are not continuously monitored and therefore individuals should continue to take appropriate precautions for their safety and for the security of their personal property.
- Camera locations/viewing areas will not be changed without permission from the Director or designee.

#### **Use and Disclosure of Video Records**

- Digital records may be used to identify the person or persons responsible for Library policy violations, criminal activity, damage or destruction of Library property or actions disruptive to normal Library operations.
- Data from the cameras is recorded and stored. Recorded data is considered confidential and secure. Access to recorded data is limited to the following Library staff: Director, Assistant Director, or the Director's designated appointees. Authorized individuals may review recorded data in order to identify those responsible for suspected Library policy violations or criminal activity on Library property. Still images or recordings from security cameras may not be distributed without the express permission of the Director.
- Digital security records are not to be used to identify the activities of individual Library patrons except as viewed in relation to suspected criminal activity, suspected violation of the Library's policies, or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability.
- The Director or their designee may use a still shot or selected portions of recorded data to request law enforcement review of a specific individual or for investigating a crime on Library property.
- A copy of digital security data will be made available to law enforcement upon a direct, written request by an agency's chief commanding officer, such as the county sheriff, the city police chief, or the fire chief, and with the approval of the Director or their designee. Recorded data will be accorded the

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same level of confidentiality and protection provided to Library users by Indiana state law and the Library's policies.

- Images may be shared with Library staff to identify person(s) suspended from Library property.
- The Library will follow its [Confidentiality of Library Records](#) policy regarding requests for images from its security cameras by law enforcement personnel or the public.
- Video images are stored digitally and retained for approximately 30 days.
- In the event of a suspected crime or incident, still shots or selected portions of the recorded data will be maintained until resolution of the specific incident.
- Occasional spot-checking of images and recordings will occur to assure proper operation of security equipment.
- Live viewing of data may occur to alert staff to customers in an unstaffed public area of the Library or in cases of suspected criminal activity or activity which violates Library behavior policies.
- Recordings shall not be used or disclosed other than as specifically authorized by this policy. Staff who misuse this data will be subject to disciplinary action.