

## **Wead Library Video Security System Policy (2024)**

The Wead Library strives to maintain a safe and secure environment for staff and patrons. In pursuit of this objective, selected areas of the library premises are equipped with video cameras. The library's video security system shall be used for only the protection and safety of patrons, employees, and property.

Cameras may be installed in locations where staff and patrons would not have an expectation of privacy. Examples include common areas of the library such as entrances, near book and media collections, public seating, and parking areas. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms; nor are they positioned to identify a person's reading, viewing or listening activities in the library.

### **Law Enforcement Requesting Access to Security Camera Footage**

Requests for voluntary assistance or warrantless searches (the officer does not present a subpoena or court order): Library records and information about library users and library staff are not made available to law enforcement agencies unless a proper court order in good form has been presented to the library.

Library staff are required to refer any law enforcement request for security camera footage or still photographs to the Library Director, or designee. The Wead Library does not make security camera footage or still photographs available to any agency, of federal, state, or local government unless a subpoena, warrant, or court order is issued pursuant to law.

In the event of a search warrant, which is executable immediately, library staff will comply with the search warrant and will contact the Library Director or designee. Upon receipt of a subpoena or other court order, the Library Director or designee shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, the Library Director or designee shall insist any defect be remedied before releasing records that contain patron information.<sup>i</sup>

### **Library Policy Violations**

Designated staff: the Library Director or designee and the librarians are authorized to access the recorded digital video images in pursuit of documented incidents of injury, criminal activity on library property, or violation of library policy. Other staff members may be given authorization to access this equipment on a limited basis.

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

Under certain circumstances, individuals authorized under this policy may use a still photograph 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.

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 Library Director or designee of the breach.<sup>ii</sup>

**Adopted 3/18/24.**

## References

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<sup>i</sup> "How to Respond to Law Enforcement Requests for Library Records and User Information: Suggested Guidelines", American Library Association, May 7, 2017.

<http://www.ala.org/advocacy/privacy/lawenforcement/guidelines> (Accessed March 15, 2024)

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<sup>ii</sup> "Video Surveillance Policy," Middle Country Public Library, February 18, 2015.

<https://www.mcplibrary.org/wp-content/uploads/2021/03/video-surveillance-policy.pdf>

Surveillance Camera Policy (November 19, 2021) Baldwin Public Library

<https://www.baldwinpl.org/surveillance-camera-policy/>

Policy: Digital Video Surveillance (June 11, 2014) White Plains Public Library

<https://whiteplainslibrary.org/policies/digital-video-surveillance/>