



SECURITY CAMERA POLICY

The Library must offer a welcoming, open atmosphere and provide a quiet, comfortable and safe environment where people can use library facilities and collections for intended purposes to the maximum extent possible. The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded video images at Lincoln County Library.

Security cameras are used to enhance the safety and security of library users and staff by discouraging violations of the Library's Rules of Conduct, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity while adhering to applicable federal, state and local law concerning the confidentiality of library records and the protection of individual privacy.

Lincoln County Library values patron privacy first. The goal of Lincoln County Library is to maintain appropriate confidentiality of its patrons while protecting the public through cooperation with law enforcement when life is at risk. This policy should be interpreted with the understanding that the image of a person on library property is not protected, but anything that would identify content of a library user is protected and held private.

Security cameras are not continuously monitored. Staff and public should take appropriate precautions for their safety and for the security of personal property. Neither Lincoln County Library nor Lincoln County is responsible for loss of property or personal injury.

In the placement and use of security cameras, staff and patron safety is the first priority. The protection of library property is of secondary importance.

Cameras will not be installed for the purpose of monitoring routine staff performance. They may be used in the case of staff malfeasance, misconduct, or in the case of policy violations.

SIGNAGE

Signs will be posted at Library entrances informing the public that security cameras are in use.

CAMERA PLACEMENT

- Security cameras may be placed in both indoor and outdoor areas where designated. Library staff may randomly or regularly monitor activity.
- Cameras may be installed in public spaces where individuals lack a reasonable expectation of privacy. Examples include common areas of the library such as entrances, book stacks, public seating areas, hallways, stairways, parking lots, areas prone to theft or misconduct or areas where money is stored or handled.

- Cameras may be installed in areas that could assist Law Enforcement in documenting traffic accidents or other incidents unrelated to the Library that take place on the public streets and surrounding properties within camera view. Examples include cameras on the exterior of a library building that not only document activity on Library property but also the sidewalk, public streets, and surrounding properties.
- Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as in restrooms and private offices.

ACCESS AND USE OF IMAGES/FOOTAGE BY STAFF

- 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.
- Designated staff may have access to real-time monitors. Images will be viewed on desktop monitors placed in secure areas to ensure privacy.
- Access to the footage in pursuit of documented incidents of criminal activity or violation of the library policies including the Library's Rules of Conduct is restricted to designated staff.
- Video records and still photographs may be used to identify those responsible for library policy violations, criminal activity on library property or actions considered disruptive to normal library operations.
- In situations involving banned-and-barred patrons, stored still images may be shared with staff.
- Images will be stored for a length of time based on available storage, but no longer than 30 days, unless someone has specifically requested retention. As new images are recorded, the oldest images will be automatically deleted. The length of storage time varies depending on the camera's memory and recording length.

REQUESTS FROM LAW ENFORCEMENT

Library staff may assist emergency services personnel with locating and identifying library users on the premises and video surveillance recordings may be released if:

- Officers indicate there is an urgent need for library cooperation due to an official active or ongoing investigation or disturbance
- An officer presents a police report related to an open investigation
- An officer appears with a subpoena directing the library to provide specific video surveillance recordings

For video surveillance recordings, officers should provide Library staff with the date, time and location of recordings requested. Staff will prepare a video file and give it to the requesting officer. Officers may not access our surveillance system themselves. They may not watch live streams of surveillance cameras or review recordings. Only library staff access security camera streams and footage. Staff may request legal review prior to release if they believe footage implicates the Libraries Records Confidentiality Act and/or privacy concerns.

Exigent circumstances apply if anyone is in immediate physical danger on or off library property, law enforcement will be provided immediate access to security video footage

without a subpoena in order to create a safe environment for library staff and patrons, as well as the public at large.

UNAUTHORIZED ACCESS OR DISCLOSURE

Any form of unauthorized capture, digital or otherwise, is strictly prohibited. No staff member may download recorded footage, capture a recorded or live image by photograph, or make video copies of security camera recordings or live footage.

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 potential privacy breach has a responsibility to immediately inform the Library Director.

DISCLAIMER OF RESPONSIBILITY

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.