

Jack Russell Memorial Security Camera Policy

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

Security Camera Purpose and Placement Guidelines

1. Video recording cameras will be used in public spaces of library locations to discourage criminal activity and violations of the library's policies. The recording of audio is restricted under the Electronic Communications Privacy Act and will not be used.
2. Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the library such as parking lots, entrances, seating areas, service desks, and areas prone to theft or misconduct.
3. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy such as restrooms or private offices.
4. Signs will be posted at all entrances informing the public and staff that security cameras are in use.
5. 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. The library is not responsible for loss of property or personal injury.
6. Cameras are not installed, nor will they be used for the purpose of routine staff performance evaluations.

Use/Disclosure Of Video Records

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:
 - A. Library staff.
 - B. Law enforcement for matters of local law enforcement.

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. Video records and still photographs may 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 as delineated in the library Code of Conduct.
3. Recorded data is confidential and secured in a controlled area. Video recordings will be stored for 30 days, provided no criminal activity or policy violation has occurred or is being investigated. Recordings of specific criminal activity or policy violations may be stored indefinitely.
4. In situations involving banned patrons, stored still images may be shared with staff system-wide. Shared images may remain posted in staff areas for the duration of the banning period. After the banning period ends, these images will be archived in for seven years.