MARION PUBLIC LIBRARY

**Video Surveillance**

I. **STATEMENT** The Marion Public Library uses security cameras on the premises to ensure the safety and security of employees and users. The Library respects the privacy rights of employees and users and considers video recordings from Library owned security cameras as confidential records.

II. **PURPOSE** To establish guidelines for the use of security cameras owned and operated by the Library and for the responsible handling of video recordings.

III. **POLICY**

A. VIDEO SURVEILLANCE

1. Security cameras are installed to enhance the security of the Library, its employees, users, and property.
2. Security camera use is limited to video recordings of digital images.
3. Fake, dummy, or imitation security cameras shall not be installed.

B. CAMERA PLACEMENT

1. Security camera placement shall be consistent with this policy and at locations determined by the Manager. Security camera placement must not be changed, and additional cameras must not be installed without permission of the Manager.
2. Security cameras on Library premises must be placed in locations that are obvious and within full view of the public, such as main entrances, exits, parking areas, or meeting rooms.
3. Security cameras must not be placed in locations or directed toward locations where people have a reasonable expectation of privacy; these locations include restrooms.
4. Security cameras must not be placed to identify a person's reading, viewing, or listening activities in the Library.
5. Security cameras placed in toward staff office or staff workstations are used narrowly to secure money, documents, or supplies from theft, destruction, or tampering.
6. To protect personally identifiable information such as social security numbers and private information such as passwords and account numbers, security cameras must not be placed, or directed toward computer screens, in the Library computer area or employee work areas.
7. Security cameras must not be directed toward windows or doors of neighboring businesses or residential buildings.

C. NOTIFICATION

1. Notice must be posted on or near entrances that the Marion Community uses security cameras on the premises.
2. The Manager shall maintain a comprehensive inventory for Library-purchased security cameras; inventory details should include the acquisition date, make, model and serial number, the physical location.

D. VIDEO ACCESS AND DISCLOSURE

1. Security camera footage may be monitored in real time.
2. Authorization to access video recordings and real time footage is limited to the Manager and other personnel authorized by the Board of Trustees.
3. The Manager is permitted to view video recordings to investigate complaints, reports, or suspicions of safety concern, unacceptable or potential illegal conduct, or disruptions to Library operations.
4. Video recordings may be shared with other authorized personnel, at the discretion of the Manager, to maintain the proper operation of the Library.
    a. Video recordings and digital images may be used to identify person(s) responsible for Library policy violations, potential illegal conduct on Library premises, or behaviors that are disruptive to Library operations or the provision of Library services.
    b. Video recordings shall not be disclosed to unauthorized personnel except, at the discretion of the Manager, to protect the security of the Library or the safety of users or employees.
5. The Manager and the Board of Trustees reserve the right to view video recordings regarding concerns with staff.
6. Video recordings shall not be disclosed to members of the public or other organizations except by subpoena or court order.
7. Video recordings may be disclosed to authorities, at the discretion of the Manager, regarding potential illegal conduct.

E. VIDEO RETENTION AND CONFIDENTIALITY

1. Video recordings must be safe-guarded and treated like other Library confidential records.
2. Video recordings shall be stored digitally. Video recordings that are part of an active investigation may be stored on the Manager's computer.
3. Video recordings that are not part of an active investigation may be retained for up to 4 weeks days; video recordings that are part of an active investigation may be retained until the close of the investigation.
4. Video recordings must neither be edited, nor altered in any manner.

F.

REFERENCES

New York Employee Privacy Protection, NY LAB L § 203-2 (2022)

New York Library Records, NY CPLR § 4509 (2022)

Video Surveillance in the Library Guidelines. American Library Association, June 8, 2020.

| Revision History | |
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