
Title: *Security Camera Acceptable Use Policy*

Effective Date: 11/16/2022

Authorized By: Library Board of Trustees

Date of Last Revision: 11/16/2022

This policy provides guidance on the installation of video surveillance equipment and the handling, viewing, retention, and dissemination of video surveillance records.

Huntington City-Township Public Library uses security cameras and a video management system to enhance the safety and security of library facilities. All security cameras placed on library property must be installed and operated with the approval of the Library Director. Unapproved or nonconforming devices will be removed.

Information obtained from security cameras is considered library property and will be used only for internal safety and security purposes and for law enforcement. Information obtained from security cameras is considered confidential and must be handled in accordance with the library's Privacy Policy. All appropriate measures must be taken to protect an individual's right to privacy as it relates to their use of library facilities and equipment.

Security cameras may be installed in public and staff work areas to facilitate the security and safety of people or property. Cameras are limited to uses and placement that does not violate the reasonable expectation of privacy as defined by law. All camera installations are subject to federal and state laws. Monitoring by security cameras is prohibited in public restrooms.

Security cameras will not be installed with the specific intent to conduct personnel investigations, such as those related but not limited to workplace attendance, work quality, or conduct. However, the library may utilize security camera recordings captured during routine surveillance or upon reasonable cause for suspicion that particular employees are violating policy or state or federal laws, or in a civil suit or other proceeding involving person(s) whose activities are shown on the recording and relate to the proceeding.

All video camera installations must be visible. The location of security cameras may be disclosed to staff upon request. For security reasons, camera placement should not be disclosed to the public.

All security camera recording or monitoring of activities will be conducted in a manner that is:

- Consistent with library policies and state and federal laws
- Professional, ethical, and legal
- Not based on the subjects' personal characteristics including age, color, disability, gender, national origin, race, religion, sexual orientation, or other protected characteristics

Security cameras will not be monitored continuously under normal operating conditions but may be monitored for legitimate safety and security purposes that include, but are not limited to the following:

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- high risk areas and restricted access areas or locations
- in response to an alarm
- For property protection and personal safety
- routine monitoring

Access to live video or recorded video is limited to authorized personnel. Monitoring stations will be limited to the office of the Maintenance Supervisor and the office of the Technology Specialist. If available, camera monitoring may be installed on personal devices; limited to the Maintenance Supervisor, Technology Specialist, Assistant Director, and Director. Camera recordings and screenshots will be captured and saved only under the authorization of a supervisor, the Assistant Director, or the Director.

Any recordings or screenshots of camera footage will be considered confidential information. Pictures or recordings may be disseminated to staff via email only if necessary for safety reasons. Any dissemination of pictures or recordings must be approved by the Assistant Director or Director. Images will never be disseminated directly to any member of the public.

Pictures or recordings may be given to the police if;

- the library needs to report a crime or incident to the police
- an imminent danger is present to staff or patrons
- an official subpoena or request is accepted by library administration and legal counsel

All recordings or image captures will be stored in a Google Drive with access limited to supervisors, Technology Specialist, Assistant Director, and Director.

A log of all recordings and image captures will be maintained by responsible staff. Data will be kept for one year.