

## **JERICHO UNDERHILL LIBRARY DISTRICT SECURITY CAMERA**

5.8

### **Purpose of Security Camera**

This policy is in force to deter public endangerment, vandalism and mischief outside of the building and, when necessary, to provide law enforcement assistance in prosecuting criminal activity. The library's security camera system will be used only for the protection and safety of library visitors, employees, assets and property, and to identify persons breaking the law or violating the property in some way.

### **Public Notice**

Signage will be posted at the library entrances at all times informing the public that security cameras are in use.

### **Security Camera**

Locations At this time cameras are only located outside of the perimeter of the building. Cameras are not positioned to identify a person's reading, viewing or listening activities in the library. Security The library has no obligation to monitor the cameras in real time. As the cameras are not constantly monitored, the library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The library is not responsible for the loss of property or personal injury.

### **Data Storage**

Access to the archival footage in pursuit of documented incidents or injury or criminal activity is restricted to designated staff: the director and anyone listed as a contact on the building alarm company's documentation or staff on duty at the time of a reported incident. In situations involving banned patrons, stored images may be shared with all staff. Cameras are not continuously monitored. However, circumstances including suspected criminal activity, and theft or destruction of library resources may require such monitoring to occur. Recorded data is confidential and secured in a controlled area. Recordings will be stored for approximately 90 days, unless required as part of an ongoing investigation. As new images are recorded, the oldest images will automatically be deleted.

For investigations initiated by law enforcement agencies, recorded data will be made available to law enforcement upon presentation of a valid court order or subpoena establishing probable cause to review the data.

However, in emergency situations that present imminent danger of physical harm, law enforcement may gain access without a court order. In such imminent emergencies where law enforcement calls for a waiver of the court order, if an officer's request is not prompted by a library staff request for law enforcement assistance, the requesting officer is required to provide his/her name, agency, badge number, nature of the emergency, and the extent of data.

Adopted: 9/12/2018