

# Library Security Cameras

Approved by: Library Board

Date: 10-15-08

Reviewed: 4-17-2013

Review schedule: Every 5 years

Next review: 2018

## **Purpose of cameras**

The Library strives to maintain a safe and secure environment for its staff and patrons. Selected areas of the library premises are equipped with video security systems that record images twenty-four hours a day. The Library's video security system is used for the protection and safety of patrons, employees, and property.

## **Location of cameras**

Reasonable efforts will be made to safeguard the privacy of patrons and employees. Video cameras will not be positioned in areas where there is a reasonable expectation of privacy such as in restrooms. The video cameras will be positioned to record only those areas specified by the Library Director and will complement other measures to maintain a safe and secure environment in compliance with library policies. Camera locations will not be changed or added without the permission of the Library Director.

## **Signage**

Signs will be posted at the library entrances where security cameras are in use.

## **Access to live video**

Although not continuously observed, live video feeds may be monitored by employees during the course of their regular duties to manage activity in the library buildings and on the grounds.

## **Access to stored video**

Stored images will not be reviewed by library staff, except when specifically authorized by the Library Director or designee because of a report of an illegal activity, or the compromise of the protection and safety of patrons, employees and property. Images from the library video security systems are stored digitally. The Library will retain all recorded images for no more than 14 days or until the capacity of the storage system is reached, whichever occurs first. When recorded images are pulled as a result of an incident, these records will be held for one year following the conclusion of an investigation or legal proceeding. Any records produced by the video security system will be kept in a secure manner.

## **Use/disclosure of archived video**

Archived video from security cameras is identified as secure data by Minnesota State Statute Section 13.37. In the event of an incident, the Library Director may release digital records to appropriate law enforcement officials. The Ramsey County Library will make a good faith effort to protect patron privacy.

Violations of this policy will be reported to the Library Board.