



SER 26

## SECURITY CAMERAS

### POLICY

The Antioch Public Library District Board of Trustees strives to maintain a safe and secure environment for Library staff and patrons. In pursuit of that goal, video monitoring of Library property may be used.

Video monitoring records are the sole property of the Antioch Public Library District.

The Library's Security Camera Policy is as follows:

#### **Security Camera Purpose and Placement Guidelines**

1. Security cameras are used in public spaces in the Library to discourage criminal activity or violations of Library policy. Video footage is recorded and stored digitally in a secure location.
2. Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas such as parking lots, entrances, seating areas, service desks, and areas prone to theft or misconduct, or areas where money is stored or handled.
3. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy such as restrooms.
4. Security cameras are not continuously monitored, patrons 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.
5. Recorded footage is confidential and secured in a controlled area. Recorded footage is typically stored for 90 days, if electronic space allows. As new footage is recorded, the oldest footage is automatically deleted.
6. The placement and use of the security cameras is determined in the interest of staff and patron security as the first priority with protection of Library property of secondary priority.
7. While cameras are not installed for the purpose of routine staff performance evaluations, footage may be used to support discipline up to and including termination of an employee if appropriate.

#### **Use/Disclosure of Video Records**

1. Access to live video footage in order to monitor current activity is limited to authorized personnel.



2. Access to archived video in order to document incidents of injury, criminal activity or violation of Library policy is limited to authorized personnel. Review of archived video footage should be done in non-public areas of the library.
3. Access to live and archived video is also allowed by law enforcement when pursuant to a subpoena, court order, or as permitted by law.
4. Video records and still photographs may be used by staff and law enforcement officials to identify those responsible for Library policy violations, criminal activity on Library property or actions considered disruptive to normal Library operations. If an incident comes to the attention of the Library Director, any retained video or photographs will be saved for as long as necessary.
5. In situations involving patron incidents, stored still images and/or video footage may be shared with staff. Shared images may be posted in restricted staff areas. These images and/or video footage may be archived in the Administrative Offices.

### **Notice of Surveillance**

Antioch Public Library District shall place clearly visible signs at the Library's main public and staff entrances advising that areas of the Library are subject to video monitoring.

### **Disclaimer of Responsibility**

The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the Library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation to privacy.