

HARRISON PUBLIC LIBRARY

Video Surveillance Policy

The Harrison Public Library employs security cameras to discourage as well as to document violations of the Library's Policies, and, when necessary, to assist law enforcement in investigating criminal activity. This Policy sets out the Library's rules for the use of security cameras and for accessing and retrieving video footage from the cameras, while protecting the individual's right to privacy.

Security Camera Rules:

- Signs will be posted at Library entrances stating that security cameras are in use.
- Cameras will only be installed in public spaces such as entrances, stairways, and parking lots.
- Cameras will not be installed in areas where privacy can reasonably be expected, such as in restrooms.
- Cameras may be installed in places, e.g. on building exteriors, where they will record activity occurring beyond Harrison Public Library property, such as on sidewalks or public streets.
- Cameras will not be installed for the purpose of monitoring staff performance.
- Security cameras will NOT be constantly monitored. The Library staff and the public should take appropriate precautions for their safety and for the security of their personal property. The Harrison Public Library is NOT responsible for loss of property or for personal injury.

Rules for Accessing and Retrieving Video Footage:

- Only the Library Director, the Person in Charge (PIC), and/or Information Technology staff may have access to real-time video on security camera monitors. These monitors will be placed in secure areas to ensure limited access.
- Requests to view recorded footage will not be granted except to law enforcement upon presentation of a subpoena or court order or when otherwise required by law. Law enforcement may be granted access to recorded footage by the Library's Board of Trustees to investigate activity unrelated to the Library, e.g. traffic accidents on nearby streets.
- Video footage will typically be retained for a period determined by the storage capacity of the equipment, usually about 14 to 21 days. As new footage is recorded, the oldest footage will automatically be deleted.
- Video footage will not be retained for an extended period or archived unless it is needed to document possible criminal activity or violations of Library Policies.