

approved 11.8.18

## **Security Camera Policy Gutekunst Public Library**

### Purpose

Gutekunst Public Library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Because library staff is unable to provide direct supervision over all areas within the library and library grounds, video security cameras have been placed at selected locations in order to observe and record visible activities of persons within the library and library grounds in lieu of direct supervision.

Observation of activity, whether in real time or from digitally recorded storage, shall be limited to activities that are specific to library operations, may affect the safety and security of library patrons and staff, and provide protection for library assets or property. Real-time monitors may be set up in public areas at the discretion of the director.

### Privacy and Confidentiality

Camera placement shall be determined by the library director or his/her designee. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as toilet areas within restrooms.

To the extent that any recorded images include identifiable persons requesting information or checking out an item, such record shall be treated as confidential as provided in Iowa Code 22.7(13). Only designated library staff may view real time images or screen recorded images for potential breach of confidentiality. Any inadvertent views of protected information shall be held in confidence by the library staff under the library's confidentiality policy.

### Public Notice

Signage shall be conspicuously displayed within the library advising of the recording of video images. Conversations or other audible communication shall not be monitored or recorded by the security cameras.

### Data Storage

Cameras will record activities in real time and images will be saved to the camera server's hard drive. The capacity of the storage system allows for images to be stored for at least 14 days. Current software deletes images automatically as the capacity of the hard drive is reached. The library is not obligated to store images past the 14-day limit.

Cameras will not be monitored continuously by library staff. Authorization to view stored images may be granted by the library director or his/her designee(s).

#### Authority to Access Recorded Data

The library director holds the authority to designate library staff members who may access video in real time or recorded formats. Generally, authority may be delegated to the library assistant staff during hours of operation.

Circumstances under which designated staff may access images in real time include, but are not limited to, observation of areas beyond view from designated work stations for assurance of safety and security. Access to real time or recorded imagery is also authorized to designated staff upon report of suspicious behavior, including policy violations, criminal activity, destruction or theft of library property or assets, or other activity that may be disruptive to library operations.

#### Law Enforcement

All requests for the viewing of real time or recorded imagery by law enforcement officials must be presented to the library director. If the library director is unavailable, such requests shall be presented to the administrative or supervisory staff designated by the library director to hold such authority. Law enforcement may view recorded images unless such images include records protected by Iowa Code §22.7(13), in which case such records would be released only pursuant to valid court order.

#### Public Disclosure

All requests for public disclosure of recorded images shall be presented to the library director or the administrative staff member designated to act in his/her stead. Guidelines for public disclosure of video imagery shall follow the procedures established by the library director in accordance with Iowa Code Chapter 22.