

# Mono County Library System Security Camera Policy

*Approved by Mono County Library Authority Board on October 3rd, 2019*

## **Security Cameras**

Security cameras are used to enhance the safety and security of Mono County Library users, staff and property by discouraging violations of the [Library's Conduct Policy](#), to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. Affirmed in the Library's [Policies Statement](#), the Library strongly supports users' right to privacy and confidentiality as articulated in the policies and guidelines of the American Library Association.

### **SECURITY CAMERA PURPOSE AND PLACEMENT GUIDELINES**

1. Video recording cameras will be used in public spaces of library locations to discourage criminal activity and violations of the Library's Code of Conduct. The cameras do not record audio activities.
2. Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the library 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 or private offices.
4. Signs will be posted at each library's entrance informing the public and staff that security cameras are in use.
5. Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. The Mono County Library System is not responsible for loss of property or personal injury.
6. Recorded data is confidential and secured with access limited to the County Library Director, local Library lead staff member for each Library branch, and for maintenance purposes Information Technology staff. Video recordings will typically be stored for no longer than 30 days. As new images are recorded, the oldest images will be automatically deleted. As stated in #1, cameras do not record audio activities.
7. Regarding the placement and use of the digital recording cameras, staff and patron safety is the first priority; protection of library property is of secondary importance.
8. Cameras are not installed nor will they be used for the purpose of routine staff performance evaluations.

## **USE/DISCLOSURE OF VIDEO RECORDS**

1. Access to the archived footage in pursuit of documented incidents of injury, criminal activity or violation of the Mono County Library Conduct Policy is restricted to designated staff: The Library Director, Branch Leads, and Information Technology staff for maintenance purposes.
2. Those designated managers may also have access to real-time images, which will only be viewed in non-public secure areas to ensure private access. The frequency of viewing and the amount of video viewed will be limited to the minimum needed to give assurance that the system is working or to ascertain if footage is available relative to a specific incident.
3. Access is also allowed by law enforcement when pursuant to a subpoena, court order, or when otherwise required by law.
4. Video images will not be maintained, provided no criminal activity or policy violation has occurred or is being investigated.
5. Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property or actions considered disruptive to normal library operations as delineated in the Library's Conduct Policy.

## **UNAUTHORIZED ACCESS AND/OR DISCLOSURE**

1. Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. If the Library receives a request from the general public to inspect security camera footage, they will be advised to file a police complaint.

## **DISCLAIMER OF RESPONSIBILITY**

A copy of this policy may be shared with any patron or staff member upon request. The policy is also posted on the Mono County Library System website.

Questions from the public may be directed to the County Library Director or to the specific Branch Lead.

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 of privacy.