

A. PURPOSE

The Elkhart Public Library uses continuous digital video surveillance and recording for the protection and safety of Library facilities, property, patrons, staff, volunteers, and other visitors and to identify persons breaking the law or violating the Library's Code of Conduct. This policy provides for the placement and use of security cameras as well as access and retrieval of recorded video and still images.

B. DEFINITION(S)

For the purpose of this policy, digital surveillance is defined as the collection, collation, analysis, and dissemination of video footage and still images using data in the form of numerical digits.

C. POLICY**1. Notification**

A sign is posted at the entrance of each building informing the public that security cameras are in use.

2. Security Camera Locations

- a. Reasonable efforts are made to safeguard the privacy of patrons and employees in the placement and positioning of security cameras.
- b. Security cameras are placed in designated areas to maintain a safe and secure environment in compliance with library policies.
- c. Camera locations and positions will not be changed without permission from the Director or designee.
- d. Cameras will not be installed in locations where staff and patrons would have an expectation of privacy. Examples of locations where cameras may be installed include but are not limited to entrances, exits, program and meeting rooms, parking lots, and other common/public areas.

3. Access to Digital Images and Recordings

- a. Recorded video and still images may contain personally identifiable information about an individual. In such cases, the individual will be allowed the same level of confidentiality and protection regardless of their status as a library user or nonuser.
- b. Recorded video and still images will not be routinely or continuously monitored unless specifically authorized by the Director or designee.
- c. Only the Director, Assistant Directors, and Branch Operations Manager will be authorized to access images in pursuit of incidents that are criminal in nature or that violate the Library Code of Conduct. Other staff may be given authorization on a limited basis.
- d. Occasional spot-checking of images and recordings may occur to assure proper operation of security equipment.

4. Use/Disclosure of Digital Images and Recordings
 - a. Recorded video and still images may be used to identify individuals responsible for library policy violations, criminal activity, or actions that violate the Library Code of Conduct
 - b. Upon approval by the Director, recorded video and still images may be shared with library staff in order to maintain a safe, secure, and policy-compliant environment.
 - c. Upon approval of the Director, authorized staff share a still image or video recording with law enforcement representatives for the purpose of requesting assistance in assessing the security risk of a specific individual or for investigating questionable activity in the Library.
5. Law Enforcement Requests for Access to Cameras, Still Images or Video Footage
 - a. Any law enforcement request for video recordings or still images are to be referred to the Director, or in his or her absence, to the Assistant Director(s).
 - b. No copies of video recordings or still images will be issued without an official police request, subpoena, warrant, or court order. Exceptions may be made at the discretion of the Director or designee.
 - c. In the event of a search warrant, Administration will comply with the warrant and consult with legal counsel. If the warrant is issued after regular office hours, the Professional in Charge will comply with the warrant and notify a member of Administration as soon as possible.
 - d. All other official requests will be considered by Administration in consultation with legal counsel in order to determine the legitimacy of the request and a proper response. If the request is found to be illegal or falsified, Administration will require the defect to be remedied before releasing any information.
6. General Public Request for Access Cameras, Still Images or Video Footage
 - a. Confidentiality/privacy issues prohibit the general public from viewing camera footage.
 - b. Requests from the public for access to video recordings or still images must be made to the Director, or in his or her absence, to the Assistant Director(s).
7. Staff Request for Access of Security Cameras
 - a. Library employee requests for access to video recordings or still images must be made to the Director, or in his or her absence, to the Assistant Director(s).
 - b. Confidentiality/privacy issues prohibit staff from copying camera footage.
8. Retention of Video Recordings and Still Images
 - a. Video recordings and still images are stored on a secure drive.
 - b. Video recordings and still images are retained for a limited amount of time based on digital storage capacity. The Director must approve any request to retain recorded footage or images past this timeframe in connection with an investigation of an incident.

D. ADOPTION

1. Adopted by the Elkhart Public Library Board of Trustees: February 15, 2015