

# SECURITY CAMERA POLICY

Security cameras are used where needed to provide peace of mind to library users and staff by discouraging violations of the Library's Rules of Conduct, to assist Library staff in preventing such violations, and if necessary, to provide law enforcement assistance in prosecuting criminal activity. Following are guidelines for the placement and use of video security cameras, as well as the access to and retrieval of recorded video images, at the North Judson-Wayne Township Public Library.

1. Cameras SHALL BE installed at Library locations on an as-needed basis.
2. Cameras may be installed in public spaces where individuals lack a reasonable expectation of privacy.  
Examples include common areas of the Library such as entrances, book stacks, public seating areas, hallways, stairways, delivery areas, and parking lots. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms.
3. Signs will be posted at Library entrances informing the public that security cameras are in use.
4. The Director and staff may have access to real-time footage. Images will be viewed on a desktop monitor placed in a secure area to ensure private access.
5. Access to the footage to establish evidence of a violation of the Library's Rules of Conduct is restricted to the Director or the Director's designee.
6. Access shall be allowed to requesting agencies when pursuant to a subpoena, court order, or as otherwise required by law or urgency. Production of video copies for distribution is limited to designated technology staff or technology contractor who is under the supervision of administrative staff.
7. Images will be stored for a length of time based on available storage. As new images are recorded, the oldest images will be automatically deleted. The length of time varies depending on the camera's memory and recording length.
8. In situations involving banned-and-barred patrons, stored still images may be shared

with staff system wide. Shared images may remain posted in restricted staff areas for the duration of the banning period. After the banning period ends, these images shall be archived in the Administrative Offices for 5 years.

9. Because security cameras are not constantly monitored, staff and public should take appropriate precautions for their safety and for the security of personal property. The North Judson-Wayne Township Public Library is not responsible for loss of property or personal injury.

Questions from the public regarding this policy should be directed to the Director.

Adopted: December 10, 2015