

PLMVKC Security Camera Policy

I. Overview

The Public Library of Mt. Vernon and Knox County (the Library) is committed to offering a welcoming, open atmosphere and providing a quiet, comfortable, and safe environment. As such, security cameras are used to provide peace of mind to library patrons and staff by discouraging violations of the Library Code of Conduct, assisting library staff in observing any violations, and when necessary, providing law enforcement assistance in prosecuting criminal activity that occurs on library property.

II. Applicability

The policies set forth in this document are applicable to all adults, teens, and children who visit the Library property.

III. Objective

The purpose of this policy is to establish guidelines for the placement and usage of video security cameras, as well as the storage, access, and retrieval of recorded videos or images at the Library.

IV. Purpose and Placement Policy Guidelines

- Cameras are to be installed at library locations on an as needed basis.
- Signs will be posted at library entrances informing the public that security cameras are in use.
- Security cameras may be placed in both indoor and outdoor locations where security staff and library administration can monitor activity at random.
- Because security cameras are not constantly monitored, staff and the public should take appropriate precautions for their safety and for the security of personal property. The Library is NOT responsible for any loss of personal property or for personal injury.
- 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 may be installed in areas that could assist law enforcement in documenting traffic accidents or other incidents unrelated to the Library that take place on the public streets and surrounding properties within camera view. Examples include cameras on the exterior of the Library building that not only document activity on library property, but also the sidewalk, public streets, and surrounding properties.
- Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as in restrooms.
- Staff and patron safety is the first priority in any threatening situation. The protection of library property is of secondary importance.

V. Usage, Storage, and Disclosure Policy Guidelines

- Cameras will not be installed for the purpose of monitoring staff performance.
- Access to footage in pursuit of documented incidents of criminal activity or in regards to violation of the Library's Rules of Conduct is restricted to security staff and library administration.
- Confidentiality and privacy issues prohibit the general public from viewing security camera footage. If the Library receives a request from the general public to inspect security camera footage pursuant to an alleged crime, they will be advised to file an incident report or a formal police complaint.
- In situations involving banned patrons, stored still images may be shared with staff across the Library system. Shared images may remain posted in restricted staff areas for the duration of the banning period. After the banning period ends, these images are archived in the security office files for 5 years.
- Production of video or photo copies for distribution to library staff or law enforcement is limited to designated security staff and library administration.
- Access is also allowed by police when pursuant to a subpoena, court order, or when otherwise required by law.
- Designated staff, as described above, has access to real-time monitors. Images will be viewed on desktop monitors placed in secure areas to ensure private access.
- Security cameras differ in their recording length, and will automatically record over themselves on an ongoing basis. Video records will not be maintained, provided no criminal activity or policy violation has occurred.
- 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.
- Any unauthorized access or use of the security cameras will result in disciplinary action up to and including dismissal, or possibly even legal action if necessary. Any library employee who becomes aware of any unauthorized usage or disclosure of video records, or a breach in privacy is responsible for immediately reporting it to the designated staff.

VI. Summary

The guidelines set forth in this document are provided in the interest of keeping the Library as safe and welcoming as is possible for all who wish to use it. We are committed to providing our staff and patrons with a peaceful, quiet atmosphere, and the policies set here help us provide just that. Questions from the public about the policies set forth should be directed to the security staff or administration team.

A copy of this policy may be shared with members of the general public upon request.

Policy updated on 6/24/2022