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CHAPTER 7: Administrative
Management
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Title:	Video Surveillance Policy
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Authorized By:	Library Board of Trustees/Library Director
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Video Surveillance Policy

MARATHON COUNTY PUBLIC LIBRARY VIDEO SURVEILLANCE POLICY

The Marathon County Public Library strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected public and staff areas of the Library premises are under continuous video surveillance and recording. Signage disclosing video surveillance will be posted at the Library entrance. Images from the Library surveillance system are stored digitally on hardware at the City-County IT Commission (CCITC). It is the intent of the Library to retain all recorded images for a minimum of 28 days, or until image capacity of the system is reached. Then, the oldest stored images will be automatically deleted by system software to make room for new images.

When an incident occurs on Library premises:

- Video image recordings will be used to identify the person or persons responsible for Library policy violations, criminal activity, or actions considered disruptive to normal Library operations.
- Video recordings may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Video recordings of incidents can be retained and reviewed as long as considered necessary by the Library Director.
- Images may be shared with other Library staff to identify person(s) banned from Library property and to maintain a safe and secure environment.
- While the Library recognizes that video surveillance will not prevent all incidents, video surveillance as a deterrent and as a means of identifying and prosecuting offenders is considered worthwhile.

Use/Disclosure of Video Records:

- Video records may be used by individuals authorized under this policy or law enforcement to identify the person or persons responsible for library policy violations, criminal activity on library property, actions considered disruptive to normal library operations or violations of the Library's *Behavior in the Library Policy (7.57)* or Work Rules.
- Video records may be shared with authorized library employees when appropriate or, upon approval by the Director, other library staff to identify person(s) suspended from library property and to maintain a safe, secure and policy-compliant environment.
- Under certain circumstances, individuals authorized under this policy may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.
- Video records shall not be used or disclosed other than as specifically authorized by this policy.

All requests for security camera footage or still shots by law enforcement will be referred to the Library Director. In his or her absence, direct requests to the Senior Administrative Person.

In the event of a search warrant, which is executable immediately, the library's Administration will comply with the search warrant and consult with legal counsel. Upon receipt of a subpoena or other court order, the library Administration shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. Library Administration reserves the right to challenge the validity of such subpoena or court order.

General Public Requesting Access to Security Camera Footage

Confidentiality/privacy issues prohibit the general public from viewing security camera footage that contains patron information. If the library receives a request from the general public to inspect security camera footage which contains patron information, the general public will be advised to file a police complaint.