

ALBERT WISNER PUBLIC LIBRARY SECURITY CAMERA POLICY

Albert Wisner Public Library is committed to providing a safe place for our patrons to meet, read, learn and discover. To support that mission, security cameras are positioned in various places inside the building, only in locations where patrons have no expectation of privacy, for the physical security of patrons, staff, Library property and collections. The security cameras are video-only cameras. The Library will comply with laws regarding video surveillance.

A sign at the Library's entrance lobby and additional signs inside the building provide notice that video surveillance cameras are in use.

Reasonable efforts will be made to safeguard the privacy of Library patrons, employees and visitors. The cameras will not be positioned as to intentionally identify a person's reading, viewing or listening activities. The location and number of cameras will be determined by the Library or his/her designee. The location, angle or view of any camera may not be altered without the consent of the Library Director or his/her designee.

In further effort to protect the privacy of individuals, recorded images captured by the cameras will be maintained in compliance with the Library's "Confidentiality of Library Records" Policy. Only the Library Director, the Assistant to the Director and President of the Board of Trustees (or his/her designee) may view live and recorded footage. Recordings are not continuously monitored, and footage is retained only for 30 days on a server located in a secure area.

The Library Director may release recordings to law enforcement in accordance with applicable law and upon receipt of a formal legal process. Library Staff shall refer any law enforcement agency requesting access to security camera footage to the Library Director or his/her designee.

The use of footage captured by security cameras to investigate a complaint against an employee is permitted. A breach of this policy by Library employees may result in disciplinary action. A Library employee must immediately alert the Director or Assistant to the Director of any violation of this policy.

Adopted by the Board of Trustees: June 21, 2022