

# SECURITY CAMERA POLICY

(EVPL Board of Trustees July 13, 2017)



## **PURPOSE**

The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded video images at Evansville Vanderburgh Public Library (EVPL). EVPL strives to maintain a safe and secure environment for its staff and its users. In pursuit of this objective, security cameras are in use at selected library locations on an as needed basis. The benefits derived from the use of video surveillance will be balanced with protecting the privacy rights of individuals.

**MONITORING:** Cameras are not monitored continuously by library staff.

## **USE OF RECORDINGS AND IMAGES**

Video recordings and images may be used to identify the person or persons responsible for library policy violations, security issues, criminal activity, insurance claims or activity considered disruptive to normal library operations. Images may be shared with library staff to identify person(s) suspended from library property. Video recordings and still images may be used to assist law enforcement agencies in accordance with applicable state and federal laws. Cameras will not be installed for the purpose of monitoring staff performance.

## **PRIVACY AND CONFIDENTIALITY**

Cameras may be placed in both indoor and outdoor areas. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as restrooms, private offices, meeting and study rooms.

## **PUBLIC NOTICE**

Signs are posted at library premises where security cameras are in operation. No audible communication shall be monitored or recorded by the security cameras.

## **DATA STORAGE**

Cameras will record activities in real time and images will be saved to the hard drive of the video camera server. Current software deletes images automatically. Retention of video recordings or images adheres to the County/Local General Retention Schedule. Selected video may be kept longer.

In situations involving person(s) banned and barred from library premises, stored images may be shared with all staff and/or posted in restricted staff areas for identification purposes only. Shared images may remain posted in restricted staff areas for the duration of a person's ban or barred period.

## **AUTHORITY TO ACCESS RECORDED DATA**

Access to real time or recorded imagery is authorized to designated staff upon report of suspicious behavior, including policy violations, criminal activity, destruction or theft of library property or assets, injury or damage claims, insurance claims or other activity that may be disruptive to library operations.

## **LAW ENFORCEMENT**

All requests for viewing of real time or recorded imagery by law enforcement officials must be referred to the library director who will not release it, unless there is a subpoena, court order or the release is otherwise required by law. If the library director is unavailable, such requests shall be presented to the administrative or supervisory staff designated by the library director to hold such authority. To request video footage or images, contact Library Administration at (812) 428-8204 or email [adminteam@evpl.org](mailto:adminteam@evpl.org).

In the event of a search warrant, which is executable immediately, Library Administration will comply with the search warrant and consult with legal counsel.

Upon receipt of a subpoena or other court order, 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. If not, Library Administration shall require any defect be remedied before releasing records which contain patron information.

No video footage or images will be released to any outside party without a subpoena or court order. There is no guarantee that we will have the video footage or images requested.

## **PUBLIC DISCLOSURE**

Under IC 5-14-3-4(b)(16)(A) security camera footage is considered confidential and non-disclosable, except to the library director and his/her authorized designees and law enforcement officials.

Members of the general public requesting to inspect security camera footage will be advised to file a police complaint and/or obtain the proper legal documentation to initiate a request.

Video recordings or images shall not be used or disclosed other than as specifically authorized by this policy.