
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.