

# SECURITY CAMERA POLICY

## **PURPOSE**

The Board of Trustees for the Library [Library] is committed to providing welcoming environment where patrons can use the Library's resources in safety and comfort. Security cameras are an important tool for enhancing security and will be used at the Library to improve the physical security of the Library, its property, staff and patrons.

The purpose of this policy is to establish guidelines for the use of security cameras at the Library and to define the procedures for accessing and retrieving recorded video footage generated by these cameras. Signs will be posted at all public entrances informing the public and staff that security cameras are in use. By using the Library's services, patrons' consent to being recorded by the Library's security cameras in public areas.

## **USE OF SECURITY CAMERAS**

Cameras will be placed in public spaces of the Library to deter criminal activity and violations of the Library's Code of Conduct Policy and workforce employment policies.

Cameras may be installed in outdoor and indoor places where individuals do not have a reasonable expectation of privacy. Examples include public common areas such as the parking lots, entrances, seating areas, service desks, book stacks, areas prone to theft or misconduct, and areas where money is being stored and handled.

Cameras may be installed in areas that could assist law enforcement in documenting traffic accidents and other incidents unrelated to the Library that occur on public streets and surrounding properties within camera's view. For example, cameras on the exterior of the building may capture activity on Library property as well as on the sidewalk, public streets and surrounding properties.

Cameras will not be installed in areas where individuals have a reasonable expectation of privacy, such as restrooms or private offices.

## **CAMERA OPERATION AND STORAGE**

To the maximum extent practicable, security cameras will operate 24 hours a day and will record only when motion is detected. The cameras do not record audio. Footage will be recorded and stored for 30 days using secure information technology systems. Video recordings will be retained for a longer period only if for investigations or valid policy or legal purposes, as determined by the Library Director or Library Board. Recorded video footage shall only be accessed by the Library Director, or individuals designated by the Library Director, for bona fide technical, Library policy, or legal reasons.

Cameras will not be continuously monitored; therefore, the public and staff should take precautions for their safety and for the security of their personal property. The Library is not responsible for the loss of property, property damage or personal injury.

## **USE OF SECURITY CAMERA FOOTAGE**

Video surveillance data is considered a public library record as defined by Wis. Stat. § 43.30 (Public Library Records). Therefore, the use and release of video footage is subject to the Library's Privacy of Library Records and Library Use Policy and applicable law.

## **UNAUTHORIZED ACCESS AND/OR DISCLOSURE**

Library employees are explicitly prohibited from accessing the surveillance camera system or recordings for personal use. If an employee provides unauthorized access to or disclosure of video footage, or otherwise accesses footage in contravention of this policy, they may be subject to disciplinary action up to and including dismissal. Any Library employee who becomes aware of any misuse, unauthorized disclosure of video footage or a potential privacy breach has a responsibility to immediately inform the Library Director of such event.

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*Adopted by the Board of Trustees: April 9, 2025, Dale Noll, Library Board President*

*This policy was reviewed by legal counsel for compliance with relevant local, state, and federal laws as of March, 2025.*