



Digital Video Security Camera Policy

Security cameras will be used where needed to discourage violations of the library's code of conduct, to assist library staff in preventing the recurrence of any violations and, when necessary, to provide law enforcement assistance in prosecuting criminal activity. The purpose of this policy is to establish guidelines for the placement and use of digital video cameras, as well as the access and retrieval of recorded digital video images at the Farmington Community Library.

Cameras may be installed in locations where staff and patrons would not have an expectation of privacy. Examples include common areas of the library such as entrances, near book and media collections, public seating, delivery areas, parking lots.

Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms.

Procedures

- Cameras will initially be installed at the Main Library. Installation at the branch will be considered if needed.
- A sign will be posted at Library entrance informing the public that security cameras are in use.
- Digital video security cameras will be placed in both indoor and outdoor areas.
- Selected staff will have access to the real time monitors, although activity is only randomly monitored.
- Only the Director, Assistant Director or their designee will have access to the archived material in pursuit of documented incidents of criminal activity or violation of the Expected Library Behavior Policy.
- Images will typically be stored for a period of 30 to 45 calendar days. As new images are recorded, the oldest images will be automatically deleted.
- Selected digital video may be saved for as long as required.
- Archived material will be treated the same as a library record and only released following procedures outlined in the Library's Privacy Policy

- Stored digital video records may be used to provide tangible evidence as a means of identification, and may be turned over to the police by the Director or his/her designee.

Guidelines

- Staff and patron safety is the first priority in any threatening situation. The protection of library property is of secondary importance.
- Cameras will not be installed for the express purpose of monitoring staff performance.
- Requests from the public for access to camera images will be considered only relating to documented incidents of criminal activities.
- Questions from the public may be directed to the Director.

Approved by the Library Board of Trustees July 10, 2008

Approved by the Library Board of Trustees July 10, 2008