

IDA PUBLIC LIBRARY
SECURITY CAMERA POLICY

SECURITY CAMERAS

Ida Public Library uses security cameras for the safety and security of library users, staff and property. The primary purpose of security cameras is to discourage violations of the Library Code of Conduct, assist library staff in preventing violations, and when necessary, provide law enforcement assistance in apprehension and prosecution of offenders.

PUBLIC NOTICE

This policy shall serve as notice of recording activity in the public areas of the library property. The surveillance camera locations will not be shared or marked within the library for security purposes.

SECURITY CAMERA PURPOSE AND PLACEMENT GUIDELINES

- Video recording cameras will be used in public spaces of the library to discourage criminal activity and violations of the Library Code of Conduct. Audio recording will not be used.
- Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas such as parking lots, entrances, seating areas, service desks and areas prone to theft or misconduct.
- Cameras will not be installed in areas where individuals have a reasonable expectation of privacy such as restrooms or private offices.
- Signage will be posted at entrances to the library informing the public and staff that security cameras are in use.
- Cameras will not be continuously monitored. The public and staff should take appropriate precautions for their safety and for the security of their personal property. The library is not responsible for loss of property or personal injury.
- Recorded data is confidential and secured in a controlled area. Access to live feeds or recorded video data is limited to authorized library staff as designated by the Library Director.

USE/DISCLOSURE OF VIDEO RECORDINGS

- Access to footage is allowed by law enforcement when pursuant to a subpoena, court order, or as determined by the Library Administration.
- Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations as delineated in the Library Code of Conduct.
- In situations involving banned patrons, stored still images may be shared with staff system-wide. Shared images may remain posted in restricted staff areas.

UNAUTHORIZED ACCESS AND/OR DISCLOSURE

- Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. If the Library receives a request from the general public to inspect security camera footage, they will be advised to file a police complaint.
- Requests to view and/or export video footage shall be reviewed by Library Administration for compliance with the Library Records Confidentiality Act. As permitted in the Freedom of Information Act, Library Administration shall attempt to redact any images exempt from disclosure.
- A breach of this policy by library employees may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video recording and/or potential privacy breach has a responsibility to immediately inform the Library Director.

DISCLAIMER OF RESPONSIBILITY

A copy of this policy may be shared with any patron or staff member upon request. The policy is also posted on the Ida Public Library's official website. Questions from the public may be directed to Library Administration.

The library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

Approved by IPL Board of Trustees March 2022