

FOX LAKE PUBLIC LIBRARY VIDEO SURVEILLANCE POLICY

PURPOSE

Video surveillance 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 for this policy is to establish guidelines for the placement and use of video surveillance, as well as the access and retrieval of recorded digital video images at the Fox Lake Public Library.

A. Placement Guidelines:

1. Security cameras will be used in public places to document events involving the safety and security of patrons, staff, and Library property. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms and private offices. Cameras will be placed in outdoors and on all levels indoors.
2. A sign will be posted at the Library entrances informing the public that surveillance cameras are in use.
3. Cameras will not be positioned to identify a person's reading, viewing, or listening activities in the Library.
4. Camera locations will not be changed without permission from the Director or the Director's designee(s).

B. Access and Use of Images/Recordings

1. Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Recorded surveillance will be accorded the same level of confidentiality and protection provided to Library patrons by WI statute 43.30 and the Library's policies.
2. Only the Director or Director's designee(s) are authorized to access or operate video surveillance system.
3. The Director or designee(s) may use recorded surveillance images or video to request law enforcement review of specific individual or for investigation a crime on Library property.
4. A copy of surveillance data of specific event or suspect will be made available to law enforcement upon legal request and with the approval of the Director or designee(s).
5. In no event, unless required by an enforceable legal process, shall any recorded video be released to the media, patrons, or other persons.
6. Recorded video is stored digitally and retained for approximately 120 days.
7. Recorded video will not be used for employee performance evaluations unless there is evidence of misconduct.