

Policy 4-1	Security Cameras	Created: 12/7/2018 Approved: 12/13/2018
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I. Purpose

This policy establishes the framework within which the Jackson County Library District (hereinafter referred to as “District” or “Library”) will use security cameras. The District will use security cameras to enhance the safety and security of library users, staff, and property, while protecting an individual’s right to privacy. The security camera installation consists of dedicated cameras providing real-time surveillance through a video management system. The primary use of security cameras is to discourage inappropriate and illegal behavior and to enhance the opportunity to apprehend offenders.

II. Signage

In Library branches where security cameras have been installed, the District shall post and maintain signs giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library property.

III. Camera Location

Cameras are located to view service desks, exits, and areas prone to theft, vandalism or other activity that violates Library policy or criminal law. In no event shall cameras be located in areas where patrons and/or staff have a reasonable expectation of privacy such as private offices, restrooms or areas designated for breast feeding.

IV. Access to Digital Images

- A. Video data is recorded and stored digitally on a dedicated server. The recorded data and Digital Video Recorders (DVRs) are considered confidential and secure. Both the recorders and recorded data are housed in a limited-access, controlled area.
- B. Authorized staff shall have access on local DVRs and remotely via the Library’s network to live feeds in order to monitor activity at the Library when security and safety is a concern. Access to recorded video data is limited to the Library Director, District Administrator, managers, supervisors and staff as assigned.
- C. In situations involving patrons who have been trespassed from the library, stored still images may be shared with staff system-wide. Shared images may remain posted in restricted staff areas for the duration of the banning period. After the banning period ends, these images will be archived in the Administrative Offices for 5 years.
- D. A log will be maintained with name, date, time, and reason for all viewing access, including proper maintenance of the system, investigation of an incident, pursuant to a subpoena, etc.

V. Retention of Digital Images

Recordings shall be kept for approximately 7 days with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents. These shall be retained for one year after the incident or until the incident is resolved. The storage media shall be kept in a secure area.

VI. Access by Law Enforcement and Patron Privacy

- A. Video surveillance records are not to be used directly or indirectly to identify the activities of individual Library patrons or staff except as viewed in relation to a specific event or suspected criminal activity, suspected violation of District policy, or incidents where there is reasonable basis to believe a claim may be made against the District for civil liability.
- B. Authorized individuals may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on Library property.
- C. Video data will be made available to law enforcement officials or agencies upon written request. The Library shall retain a copy of the request.
- D. In all other respects, recorded data will be accorded the same level of confidentiality and protection provided to library users by Oregon State law and the District's policies with respect thereto, including but not limited to the policy concerning confidentiality of personally identifiable information about library users.

VII. Public Records Request

- A. In the event that video footage is requested as part of a public records request, the request will be handled in accordance with the District's Public Records Policy.
- B. Efforts will be made to blur the faces of any Library patrons captured on a video clip or in a still shot that is the subject of a public records request.

VIII. Disclaimer of Liability

- A. Any patron or staff member shall be given a copy of this policy regarding use of the security cameras upon request.
- B. The District 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.
- C. Because cameras are not continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. Neither the Jackson County Library District nor the Jackson County Library

System is responsible for loss of property or personal injury. Questions from the public may be directed to the Library Director or District Administrator.

IX. Damages and Liability

Any individual using the Library shall be held responsible for willful or accidental damage to the Library building and collections caused by the individual in accordance with the Library's Rules of Conduct.