

## **Security Cameras Policy**

Approved at the Library Board Meeting, September 17, 2015.

### **Policy Statement**

The Iberville Parish Library serves our community by providing ready access to information and ideas. Essential to completing its mission, the Library must offer a welcoming, open atmosphere and provide a quiet, comfortable and orderly environment where people can use the library facilities and collections for intended purposes to the maximum extent possible.

Security cameras will be used where needed to provide peace of mind to library users and staff by discouraging violations of the library's code of conduct, to assist library staff in preventing the recurrence of any violations, and when necessary, 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 Iberville Parish Library.

### **Regulations**

- The recording equipment and recorded images shall be considered confidential and maintained in a secure manner. Access to archived footage in the event of injury, pursuit of documented incidents of criminal activity or violation of the Library's Behavior Policy is restricted to administrative and IT staff.
- Only the director or director's designee will be authorized to release images to law enforcement.
- Cameras may be installed in places where staff and patrons lack a reasonable expectation of privacy. Examples include common areas such as entrances, book stacks, public seating and parking lots.
- Cameras will not be installed in areas of the library where staff or patrons have a reasonable expectation of privacy, such as restrooms.
- Security Cameras differ in their recording length, and will automatically record over themselves on an ongoing basis. Video records will not be maintained, provided no criminal activity or policy violation has occurred.
- Signs will be posted at Library entrances informing the public that security cameras are in use.
- Cameras will not be installed for the express purpose of monitoring staff performance