

Crawfordsville District Public Library

Security Camera Policy

Adopted: 12/10/2020

Purpose

The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded video images at Crawfordsville District Public Library (CDPL).

CDPL strives to maintain a safe and secure environment for its staff and its users. In pursuit of this objective, security cameras are in use at library locations on an as-needed basis. The benefits derived from the use of video surveillance will be balanced with protecting the privacy rights of individuals.

Camera Location

Cameras may be placed in both indoor and outdoor areas. Cameras are positioned to monitor public areas of the Library and Museum, including service areas, stairwells, entrances, parking areas, and areas prone to theft, vandalism, or other activities that may violate Library policy or criminal law. Camera locations will not be changed without permission from the Library Director or designee.

Privacy and Confidentiality

Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as restrooms, private offices, staff break rooms, nor meeting and study rooms. Cameras will not be positioned to identify a person's reading, viewing, or listening activities in the Library. Cameras will not be installed for the purpose of monitoring staff performance or for routine staff performance evaluations. No audible communication shall be monitored or recorded by the security cameras.

Public Notice

Signs are posted at library premises where security cameras are in operation. This policy is posted on the library's website.

Monitoring

Cameras are not monitored continuously by library staff; therefore, individuals should take appropriate precautions for their safety and for the security of personal property. Occasional live viewing of data may occur to alert staff to customers in an unstaffed public area of the Library or in cases of suspected criminal activity.

Use of Recordings and Images

Video recordings and images may be used to identify the person or persons responsible for library policy violations, security issues, criminal activity, insurance claims or activity considered disruptive to normal library operations. Images may be shared with library staff and law enforcement to identify person(s) suspended from library property. Video recordings and still images may be used to assist law enforcement agencies in accordance with applicable state and federal laws.

Occasional spot-checking of images and recordings will occur to assure proper operation of security equipment.

Data Storage

Cameras will record activities in real time and images will be saved to the hard drive of the video camera server. Current software deletes images automatically. Retention of video recordings or images adheres to the Local and County General Retention Schedules. Selected video may be kept longer. In situations involving person(s) banned and barred from library premises, stored images may be shared with all staff and/or posted in restricted staff areas for identification purposes only. Shared images may remain posted in restricted staff areas for the duration of a person's ban or barred period.

Authority to Access Recorded Data

Access to real time or recorded imagery is authorized to designated staff, upon report of suspicious behavior, including policy violations, criminal activity, destruction or theft of library property or assets, injury or damage claims, insurance claims or other activity that may be disruptive to library operations. The Library Director may designate staff to have remote access to live feeds on desktop monitors. The frequency of viewing will be limited to the minimum needed to assure the system is working or to ascertain if footage is available relative to a specific incident. The Director or the Director's appointee will maintain a written log of such access.

Access by the Public

Under IC 5-14-3-4(b)(16)(A) security camera footage is considered confidential and non-disclosable, except to the library director and his/her authorized designees and law enforcement officials. Members of the general public requesting to inspect security camera footage will be advised to file a police complaint and/or obtain the proper legal documentation to initiate a request. Video recordings or images shall not be used or disclosed other than as specifically authorized by this policy.

Access by Law Enforcement

All requests for viewing of real time or recorded imagery by law enforcement officials must be referred to the Library Director who will not release it, unless there is a subpoena, court order or the release is otherwise required by law. If the Library Director is unavailable, such requests shall be presented to the administrative or supervisory staff designated by the Library Director to hold such authority.

In the event of a search warrant, which is executable immediately, Library Administration will comply with the search warrant and consult with legal counsel. Upon receipt of a subpoena or other court order, Library Administration shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, Library Administration shall require any defect be remedied before releasing records which contain patron information.

There is no guarantee that the requested video footage or images will exist.

Unauthorized Access and/or Disclosure

A breach of this policy 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 a potential privacy breach has a responsibility to immediately inform the Library Director of the breach.