



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

New Castle-Henry County Public Library

Security Camera Surveillance Policy

The New Castle-Henry County Public Library strives to maintain a safe and secure environment for its employees and patrons. In pursuit of this objective, selected areas of Library premises are equipped with video cameras. The security camera system will be used only for the protection and safety of employees, patrons, property and library assets and operations. No monitoring shall be done on the basis of race, color, religion, sex, age, national origin, veteran status, disability that can be reasonably accommodated, or any other basis prohibited by federal, state, or local law.

Signage will be posted at library entrances disclosing security camera activity. Security cameras are positioned to record only those areas specified by the Director, and will complement other measures to maintain a safe and secure environment, and one that is in compliance with Library policies. Security camera locations will not be changed, nor will security cameras be added, without the permission of the Director.

- Security camera recordings may be used to identify the person or persons responsible for Library policy violations, criminal activity, behavior that may be threatening or unsafe to themselves or others, or other actions considered disruptive to Library operations.
- Security camera recordings may be used to assist law enforcement agencies in accordance with applicable state and federal laws upon receipt of a subpoena, warrant or court order; such requirements may, however, be waived by the Director. All requests for security camera footage or still images by law enforcement will be referred to the Library Director.
- Security camera recordings of incidents may be retained and reviewed as long as considered necessary by the Library Director.
- Security camera recordings or still images may be shared with Library staff to identify person(s) in violation of Library policy and to maintain a safe and secure environment.

- Security camera recordings will be secure and will only be viewed by those authorized by the Director to do so. Library administrative and authorized staff will operate and monitor the security camera system. Authorized staff may have access to real-time monitors, and images will be viewed on desktop monitors in secure areas to ensure privacy.
- Security cameras may be installed in areas that could capture traffic accidents or other incidents unrelated to the Library that take place on public streets and surrounding properties within camera scope. Footage that might be useful in such incidents may be released to law enforcement upon formal request.
- Images from the security camera system are stored digitally on hardware in the Library. Security camera footage will be kept confidential and security recording equipment is housed in a locked area.
- Recordings shall not be used or disclosed other than as specifically authorized by this policy. A breach by Library staff of this policy may result in disciplinary action. Any Library employee who becomes aware of any unauthorized disclosure or breach of a security camera recording has a responsibility to immediately inform the Director.
- The general public is prohibited from viewing security camera footage that may contain patron information. If the Library receives a request from the general public to inspect security camera footage, the general public will be advised to file a complaint with law enforcement.
- This policy does not imply or guarantee that any or all cameras will record or monitor in real time 24 hours a day, seven days a week. Regardless of the presence of security cameras, staff and public should take appropriate precautions for their safety and the security of their personal property. The New Castle-Henry County Public Library is not responsible for personal injury or loss of property.

Approved: 2/15/2016