

WAKEENEY PUBLIC LIBRARY
LIBRARY SECURITY CAMERA POLICY

Security cameras are used where needed to enhance the safety and security of library users, staff, and property by discouraging illegal behavior and violations of the Code of Conduct Policy, and, when necessary, to provide law enforcement assistance in prosecuting criminal activity. Cameras will provide real-time video surveillance and recorded archival data.

1. Security Cameras may be placed in both indoor and outdoor areas where security staff and designated Library staff can randomly monitor activity.
2. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy such as restrooms.
3. There is no audio recording associated with the cameras.
4. Security cameras are not constantly monitored. Staff and public should take appropriate precautions to safeguard their safety and personal property. The WaKeeney Public Library is not responsible for loss of property or personal injury.
5. Video footage will be kept for the maximum amount of time possible, depending on the capabilities of the recording system and number of cameras. As new footage is recorded, the oldest footage will automatically be deleted.
6. Images that become part of an official record will become the responsibility of the appropriate authority for the duration of the applicable record retention period.
7. Access to archived footage in pursuit of documented incidents of inquiry, criminal activity, or violation of the Library's Code of Conduct is restricted to authorized staff: the Library Director and Systems Administrative Managers.
8. Authorized staff may use live surveillance, a still shot, or selected portions of recorded data to assess the security risk of a specific individual, to investigate a crime on library property, to request law enforcement assistance, to validate serious or repeated violations, to alert staff to banned or repeatedly disruptive individuals, or to address internal security/operational concerns. Library Director may ask other staff to access and isolate live recorded data related to a specific incident or may ask other staff to view live or recorded data in order to ascertain security concerns.
9. Video footage may be made available to law enforcement and library staff for the purposes of enforcing library policy or investigating a suspected crime.

Adopted and Approved 10-14-2019