

# BOARD POLICIES

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## Security Camera Policy

Category: Operational

Approved: February 28, 2024

### **Purpose**

The Rocky River Public Library is equipped with video cameras for the safety and security of the library patrons, staff, property, and to identify persons breaking the law or violating the library's Patron Code of Conduct.

This policy establishes guidelines for the use of security cameras, as well as access to the live feed and retrieval of recorded images. Video monitoring and recording is conducted in a manner consistent with all existing local and applicable laws and ordinances.

Reasonable efforts are made to safeguard the privacy of patrons and library staff. Cameras may be installed in locations where staff and patrons would not have an expectation of privacy. Examples include, but are not limited to, common areas of the library such as entrances, near material collections, services desks, public seating, public meeting rooms, exterior grounds and parking lots. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as inside restrooms. Nor are they positioned with the intent to identify a person's reading, viewing or listening activities in the library, though such identification may be incidental to the footage.

### **Access**

Only the Director, Deputy Directors, Network Manager, Building Services Manager, and other Persons in Charge are authorized to access the recorded data in pursuit of incidents of criminal activity, litigation, or violation of library policy. The Director may authorize access to any library staff person at their discretion.

### **Use**

Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations.

Authorized users may share video records with other library staff to identify persons involved in an incident and to maintain a safe and secure environment.

Individuals authorized under this policy may use a still photograph 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.

### **Disclosure**

All requests for security camera footage or still shots by law enforcement are referred to the Library Director. In absence of the Director, requests are directed to the Person In Charge. The library will comply with a court order/search warrant in a timely fashion.

Confidentiality laws prohibit the public from viewing security camera footage that contains patron information. Digital video images and still photographs recorded by the library's security cameras may contain personally identifiable information about an individual who has used a library service or borrowed library material, and are therefore subject to the same level of confidentiality and protection afforded other patron information by Ohio state law (ORC 149.432, "Releasing Library Records or 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 police complaint.

### **Retention**

Security camera footage is retained for at least 30 days in accordance with the library's records retention schedule, and no longer than 60 days, unless required as part of an ongoing investigation or litigation that may extend beyond 60 days.

Select footage for "use" purposes, as stated above, is kept confidential on library computers until the associated incident is resolved and records are authorized for disposal.

Still images originating from the security cameras for authorized purposes may be retained and/or transferred by authorized staff using library computers and library software for the duration of resolving library incidents or until all associated records are destroyed in accordance with the library's retention schedule.

### **Breach**

A breach of this policy may result in disciplinary action up to and including dismissal. Any library staff who becomes aware of any unauthorized disclosure of a video record and/or a potential privacy breach has a responsibility to immediately inform the Director of the incident.