

**Purpose**

The safety of our library users and staff are of the utmost importance. The installation of security cameras is to discourage public endangerment and violations of the library's Customer Conduct Policy and, as needed, provide information to law enforcement in prosecuting criminal activity.

**Locations**

The locations of the library security cameras are installed where staff and customers would not have an expectation of privacy, such as public seating areas, interior/exterior of library entrances, etc. No cameras are positioned with the intent of recording library users' reading, viewing, or listening activities within the facility. Only the Library Director and/or designee has the authority to add additional cameras to the existing system

**Access to digital images**

The security system will only be viewed and accessed by the library staff as part of their normal duties. Only the Library Director, or designee, is authorized to retrieve archival footage in pursuit of incidents in criminal activity, litigation, or violation of the Library's Customer Conduct policy. Library employees shall not violate any laws relevant to this policy in performing duties and functions related to the security system.

**Use/disclosure of video images**

Video records may contain personally identifiable information about a library user who has used library services or browsed, borrowed, or returned library materials, and are treated as confidential as provided in Iowa Code §22.7(13).

The Library Director is the sole custodian of all library records, including any images captured by the library's video surveillance. All requests for release of video camera footage or photographic stills by law enforcement must be made through the Library Director. If the Library Director is not present and cannot be reached by phone, Library staff should contact the President of the Library Board of Trustees. Library staff recognizes that if a search warrant is produced, it is executable immediately.

Unauthorized access or disclosure will result in disciplinary action up to and including dismissal. Library employees who become aware of any unauthorized access or disclosure and/or privacy breach are required to report such information to the Library Director immediately. Failure to report known security breaches will also result in disciplinary action.

**General public requesting access to images**

Confidentiality and privacy issues prohibit the public from viewing all activity recorded by the library's security cameras.

**Retention of digital images**

All data recorded is stored digitally on hardware in the library under a secure network. All footage is kept confidential and in a safe location within the staff workspace. Recordings are automatically erased by the security camera's software when disc space is needed. Images will only be archived in instances where the library is required to keep records as part of an ongoing investigation.