

# THE SCHULTZ-HOLMES MEMORIAL LIBRARY

## **Security Camera Policy**

The Library will use security cameras where needed to assist in public safety monitoring, to discourage violations of the law and Library policies, to assist Library staff in preventing the recurrence of any violations, and, when necessary, to provide law enforcement assistance in prosecuting criminal activity.

The purpose of this policy is to establish guidelines for the placement and use of digital video cameras, as well as the access and retrieval of recorded digital video images at the Schultz-Holmes Memorial Library

The Library may install cameras in locations where staff and patrons would not have an expectation of privacy. Examples include common areas of the Library such as entrances, hallways, spaces near book and media collections, public seating, delivery areas and parking lots. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as in restrooms or break areas.

### **Procedures**

1. Security cameras are installed in selected indoor and outdoor locations at the Library.
2. A sign will be posted at Library entrances informing the public that security cameras are in use.
3. A monitor showing all camera feeds will be visible to the staff and public in the Library
4. Selected staff will have access to the passwords for remote access and viewing of the monitor, although activity is only randomly monitored.
5. Only the Director, or his/her designee(s) will have access to the archived material in pursuit of incidents of criminal activity or violation of library policy.
6. Images will typically be stored for a period of up to 90 calendar days. As new images are recorded, the oldest images will be automatically deleted.
7. Selected digital video may be saved for as long as required (hereinafter referred to as "Stored Digital Video Records").
8. A Stored Digital Video Record is considered a Library record under the Michigan Library Privacy Act ("Privacy Act") and only released consistent with said Act.
9. Stored Digital Video Records may be used to provide tangible evidence as a means of identification and may be turned over to the police by the Director or his/her designee, consistent with the provisions of the Privacy Act.

### **Guidelines**

- Staff and patron safety is the first priority in any threatening situation. The protection of Library property is of secondary importance. Keeping this guideline in mind, staff should respond to anything they see on the camera as they would if they saw it in person.
- Cameras will not be installed for the express purpose of monitoring staff performance.
- Requests from the public for access to camera images will be considered in light of the provisions of the Privacy Act.
- Questions from the public may be directed to the Director.