

## 1. Purpose

The library will use security cameras to enhance the safety and security of library users, staff, and property, while protecting individuals' right to privacy. Security cameras will be used where needed to discourage violations of the Library's code of conduct, 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 branches of the Lamar County Library System.

Cameras may be installed in locations where staff and patrons would not have an expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, computer stations, public seating, delivering areas and parking lots. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms.

## 2. Procedures

- Digital video security cameras are installed in selected indoor and outdoor locations at Library buildings.
- A sign will be posted at Library entrance informing the public that security cameras are in use.
- Selected staff will have access to the real time monitors, although activity is only randomly monitored.
- 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 the Patron Code of Conduct.
- The recorded data and DVRs are considered confidential and secure.
- Both the recorders and recorded data are housed in a limited-access, controlled area. Staff shall have remote access via the library's LAN to live feeds in order to monitor activity at the library when necessary.
- Images will typically be stored for a period of up to 30 calendar days. As new images are recorded, the oldest images will be automatically deleted.
- Selected digital video may be saved for as long as required (hereinafter referred to as "Stored Digital Video Records").

- A Stored Digital Video Record is considered a Library record pursuant to the Mississippi Code 39-3-365 and only released consistent with said code.
- 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 Mississippi Code.

### **3. Guidelines**

- Staff and patron safety is the first priority in any threatening situation. The protection of Library property is of secondary importance.
- Cameras will not be installed for the express purpose of monitoring staff performance.
- Questions from the public may be directed to the Director.

### **4. Access by Law Enforcement and Patron Privacy**

Authorized individuals may use a still shot 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.

For investigations initiated by law enforcement agencies, recorded data will be made available to law enforcement upon presentation of a valid court order establishing probable cause to review the data. Any such review by law enforcement will be with the knowledge and approval of the Director or his/her designee.

In all other respects, recorded data will be accorded the same level of confidentiality and protection provided to library users by Mississippi state law, The Lamar County Library System policies, and the American Library Association policies on confidentiality and privacy.