

**SHEDD-PORTER MEMORIAL LIBRARY**  
**Security Camera Policy**  
**Approved December 12, 2019**

Security cameras are used in selected public areas of the Shedd-Porter Memorial Library to enhance the safety and security of library users and staff by discouraging violations of the Library's Behavior Policy, and to assist library staff in preventing the occurrence of any violations. If necessary, the cameras can provide law enforcement assistance in prosecuting criminal activity.

Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy.

Reasonable efforts shall be made to safeguard the privacy of patrons and employees. The video security cameras will be positioned to record only those areas specified by the Director, and will complement other measures to maintain a safe and secure environment in compliance with library policies. Camera locations shall not be changed or added without the permission of the Director. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms or administration areas, nor are they positioned to identify a person's reading, viewing or listening activities in the library.

The recording of audio is restricted under the Electronic Communications Privacy Act and will not be used.

Signs are posted at all entrances informing the public and staff that security cameras are in use.

Recorded data is confidential and secured. Video recordings will typically be stored for no longer than 30 days. As new images are recorded, the oldest images will be automatically deleted.

Cameras are not installed nor will they be used for the purpose of routine staff performance evaluations.

Designated staff members may also have access to real-time images, viewable on desktop monitors placed in secure areas to ensure private access. The frequency of viewing and the amount of video viewed will be limited to the minimum needed to give assurance that the system is working or to ascertain if footage is available relative to a specific incident.

**DISCLAIMER OF RESPONSIBILITY**

A copy of this policy may be shared with any patron or staff member upon request.

Questions from the public may be directed to the Library Director.

The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.