

Video Surveillance Policy Huntington Memorial Library

The Huntington Memorial Library strives to maintain a safe and secure environment for its patrons and staff. Signs that notify the public that the library is under video surveillance will be posted so that visitors have a reasonable and adequate warning that cameras are in use throughout the building and park.

The library understands that privacy is important to patrons and staff. This policy is in force to deter public endangerment, vandalism, theft, and mischief, and to identify those individuals involved in illegal activities while adhering to the Protection of Privacy Act and the Freedom of Information Act.

Selected areas of the interior and exterior of the library are equipped with video cameras for the safety and security of the building, staff, and patrons. Live views will be monitored by library staff. Cameras are positioned to record high traffic areas, and will complement other measures to maintain a safe and secure environment in compliance with library policies. Reasonable efforts are made to safeguard the privacy of library patrons and staff. Cameras will not be installed in locations where staff and patrons have a reasonable expectation for privacy, such as restrooms.

Access to Digital Images/Recordings

Confidentiality and privacy issues prohibit the general public from viewing footage. Recordings will be accessible only to the Library Director and will be viewed to investigate specific occurrences. If the library receives a request from the general public to inspect security camera footage, the individual will be advised that the footage will only be viewed by the library director. If the library director observes illegal activity on the property, law enforcement agents will be allowed to view security camera footage relating to that incident.

Disclosure of digital images/recordings

Illegal activities will be reported to the police. Video recordings and still photographs may be used to identify those responsible for policy violations, criminal activity on library property, or actions considered disruptive to normal operations. Recordings will be reviewed by two Library staff to determine if the incident is administrative or police reportable. If the incident is determined to be police reportable, the Director or his/her designee will make the report and release any video recording to law enforcement. In no event, unless required by an enforceable legal process, shall any video records be released to the media, patrons, or other persons.

This policy does not imply or guarantee that any or all cameras will record or monitor in real time at all times.