

Video Surveillance Policy
LeClaire Community Library
LeClaire, IA

Purpose

The LeClaire Community Library installed security cameras to record only areas specified by the Director/designee to discourage public endangerment and violations of the Library's Customer Conduct Policy, assist staff in preventing the occurrence of any violations, and, as needed, provide information to law enforcement in prosecuting a criminal activity.

Locations

Only the Library Director/designee has the authority to authorize the addition of any cameras to the existing system and their locations. The locations of the library security cameras are installed where staff and customers would not have an expectation of privacy. These locations may include the interior and exterior of library entrances, public seating areas, near media and book collections, and in the Community Room where staff supervision may not always be present. No cameras will be installed in places where staff and customers have reasonable expectations of privacy, such as bathrooms; nor are the cameras positioned with the intent of recording library users reading, viewing, or listening activities in the library. The cameras do not record audio.

Access to Digital Images

The security system will be secure and only viewed by those authorized to do so. The library staff will view and operate the cameras 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. The Library Director may ask a staff member to review recorded data to ascertain information regarding a specific incident. Library employees shall not violate any laws relevant to this policy in performing duties and functions related to the video camera 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) in which no information may be released if "by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item of information from the library".

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 Trustees immediately.

Library staff recognizes that if a search warrant is produced, it is executable immediately. Library staff and administration will comply with the search warrant and will consult the city attorney. Upon receipt of a subpoena or other court order, library administration shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is

demonstrated. If not, the library administration will insist such documentation be remedied before releasing records that contain patron information.

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 or a Library Trustee 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 any and all activity recorded by the library's security cameras. If the library receives a request from the public regarding the release of security camera footage which contains patron information, the general public will be asked to file a police complaint

Retention of Digital Images

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

Adopted by the Library Board of Trustees 10/14/14