

# Jay County Public Library

## Security Camera Policy

Reviewed October 20, 2023

Adopted November 13, 2023

### 1. Purpose

Security cameras are used where needed to provide peace of mind to library users and staff by discouraging violations of JCPL's Patron Behavior Policy, to assist library staff in preventing and following up on rule violations, and when necessary to provide law enforcement assistance in prosecuting criminal activity.

### 2. Policy

JCPL values patron privacy and is committed to maintaining appropriate confidentiality of its patrons while protecting the public through cooperation with law enforcement. This policy should be interpreted with the understanding that the image of a person on library property is not protected, but anything that would identify the content of a library user's account is protected and held private.

- a. Signs will be posted at the library entrance informing the public that security cameras are in use.
- b. Cameras may be placed in both indoor and outdoor areas where designated library staff may randomly or regularly monitor activity. Designated staff may have access to real-time monitors. Images will be viewed on desktop monitors placed in secure areas.
- c. Access to footage in the pursuit of documented incidents, criminal activity, or library rules violations is restricted to designated staff: library director and assistant director.
- d. Access to real-time monitoring is designated to: staff-person-in-charge at that time.
- e. Patron access to footage is not allowed without an order of the court.
- f. Police access is allowed when required by law or in when exigent circumstances exist.
- g. In situations involving banned and barred patrons, stored still images may be shared with staff. Shared images will remain in a restricted staff area.
- h. Since cameras are not constantly monitored, staff and public should take appropriate measures for their safety and security of personal property. JCPL is not responsible for the loss or damage of property or personal injury.

- i. Cameras may be installed in public spaces where one does not have a reasonable expectation of privacy, such as entrances, book stacks, public seating areas, and parking lots.
- j. Cameras may be installed to monitor areas outside the building surrounding areas within camera view.
- k. Cameras will not be installed in areas where one would have a reasonable expectation of privacy such as public restrooms.
- l. Images will be stored for a period of two weeks or according to available storage. As new images are recorded, old images are automatically deleted.
- m. JCPL employees shall have responsibility for enforcing this policy.