

Six Mile Regional Library District Security Camera Policy

Purpose

The purpose of this policy is to establish guidelines for the use of security cameras in the Six Mile Regional Library District. The goal of these guidelines is to ensure the safety of customers, staff, and property, as well as to deter criminal activity.

Scope

This policy applies to all security cameras owned and operated by the Six Mile Regional Library District.

Guidelines

- Cameras are installed in public areas of the library with views of numerous public spaces, including entrances, exits, parking lots, stacks, seating areas, computers, etc.
- The use of security cameras is intended for the protection of customers, staff, and property.
- Footage captured by the security cameras is stored securely on-site and remotely and will be kept for approximately 30 days, after which it will be automatically deleted.
- In the event of an incident, footage of the incident may be retained indefinitely at the discretion of the Executive Director or their designee.
- Access to security camera live feeds and archived footage is restricted to authorized personnel only.
- Law enforcement may have live feed access for a period of time determined by the Executive Director or their designee in the event of a crisis.
- Any requests for access to archived security camera footage by law enforcement or other government agencies must be made in writing and will be evaluated on a case-by-case basis.
- The Information Technology Manager regularly reviews and evaluates the effectiveness of the security camera system.
- Any issues or concerns related to the security camera system are reported to the Information Technology Manager.

Adopted by Board Action
April 11, 2023