



## **Library Security Cameras Policy**

### **Purpose**

Carroll Public Library takes reasonable precautions to assure a safe and secure environment for its patrons and staff. Security cameras and real-time monitors are placed at selected locations in order to observe and record activities on library premises for the protection and safety of patrons, staff, assets, property, and to identify persons breaking the law or violating the library's patron conduct policy

### **Library Practices**

The Library will post signage advising that security cameras are in use.

Camera placement will be determined by the Library Director or his/her designee.

Cameras will not be placed in areas where there is a reasonable expectation of privacy or in areas prohibited by Iowa Code, such as restrooms.

Cameras will not monitor or record audible communication.

Cameras will record activities in real time and images will be saved to internal storage. The Library retains recorded images for a limited period of time. The Library may retain copies of certain images as needed for legal or operational purposes.

The Library Director holds the authority to designate library staff members who may access security camera imagery. Designated staff may use live surveillance, still shots, or selected portions of recorded data to assess the security risk of a specific individual, to investigate a crime or injury on library property, to consult with law enforcement officials, to validate policy violations, to alert staff to banned or disruptive individuals, or to address internal security, safety, or operational concerns. The Library Director is permitted to connect the recorded digital images with identification data available on the Library's user database.

The Library Director may authorize the release of security camera imagery at his or her discretion, provided it does not contain information that must remain confidential under Iowa law. Images that are saved or shared may be destroyed when no longer useful; however, images that become part of an official record will become the responsibility of the appropriate authority for the duration of the applicable record retention period.

### **Confidentiality**

Any recorded images that include identifiable persons checking out identifiable items or requesting identifiable items or information shall be treated as confidential to the extent provided in Iowa Code 22.7 (13).

Only designated library staff may view real-time images or screen recorded images to determine if they contain protected information. Any inadvertent views of protected information shall be held in confidence by the library staff, in accordance with the Library's Confidentiality Policy.

Images that include records protected by Iowa Code 22.7 will not be released without a court order.

### Request for Access to Security Camera Images

Confidentiality/privacy issues prohibit the general public from viewing security camera footage that contains patron information.

All requests to view or obtain security camera imagery must be presented to the Library Director. Any security camera imagery provided to law enforcement agencies or other external persons or agencies will be with the knowledge and authorization of the Library Director.

If recorded images include records protected by Iowa Code 22.7 (13), authorized staff will provide access to criminal or juvenile justice agencies when pursuant to a valid search warrant, or court order, or when otherwise required by law. Library Director will consult with legal counsel to determine if the request for confidential records is permitted by law.

Approved 2/17/2020