



VIDEO SURVEILLANCE POLICY

Wadsworth Library is committed to establishing and maintaining an environment that is secure and safe for both employees and library visitors, and maintaining the security of its property and facilities. In pursuit of this objective, selected public areas of the library premises are under video surveillance and recording. The purpose of this policy is to regulate the use of security cameras and video monitors to observe and/ or record activities in library facilities. This policy is in force to deter public endangerment, vandalism, theft and mischief and to identify those individuals involved in such activity for law enforcement purposes, while adhering to the Protection of Privacy Act and the Freedom of Information Act. Wadsworth Library balances the security benefits derived from the use of video surveillance with the privacy rights of individuals.

In the daily operation of Wadsworth Library premises, the safety of property, visitors and employees is protected and maintained by conventional means such as alert observation by staff, safety training for staff, and the consistent application of the Library's Rules of Conduct and Safety Policy. However, in some circumstances, additional protection provided by surveillance cameras is essential in maintaining lawful and safe use of library premises. Utilizing security-monitoring equipment is an option for a location in the library or on library premises under the following conditions:

- It is a vulnerable area that is difficult to monitor due to staffing patterns and assignments.
- It is an area which lacks direct sight lines for supervision.
- The area is burdensome to monitor due to its size or remoteness.
- An area experiences recurrent security related incidents.
- A previous incident of significance has occurred in that location.

Video surveillance for security purposes at the library is limited to locations and uses that do not violate the reasonable expectation of privacy. Such areas for surveillance may include those of public usage, including the grounds, parking lots, entrances and interior hallways. Video surveillance will be conducted in a professional manner and in a manner consistent with other existing library policies. No audio will be recorded.

This policy does not imply or guarantee that any or all cameras will record images or monitor in real time for 24 hours a day, seven days a week. Recordings are normally retained for a minimum of 30 days. Video recordings and photos obtained through the video monitoring system will be released as necessary and in accordance with applicable laws, such as in response to search warrants, court orders, requests by the police for an active investigation, or to forestall the imminent escape of a suspect or destruction of evidence. Only the Director or employees designated as Persons in Charge shall be



WadsworthLibrary

authorized to release any video record to law enforcement. Only the Director shall be authorized to release any video record to any third- party other than law enforcement. A log will be maintained to record all episodes of access to, or use of recorded materials.

Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and ordinances. Appropriate signage will be posted at the entrance to the library indicating that public areas may be subject to video surveillance. Lack of signage does not indicate a reasonable expectation of privacy.

Responsibility for Upholding
DIRECTOR

Adopted May 10, 2018 by Board of Trustees