

## **White House Public Library Security Camera Policy Statement**

The White House Library enriches and strengthens our community by providing current and popular materials, promoting the benefits and joys of reading, and connecting patrons with the resources and information necessary for personal growth and lifelong learning. The library strives to complete this mission by providing a safe and welcoming environment where patrons can use the library facility and resources free from fear and discrimination.

To help ensure the safety of library visitors, staff, patrons' belongings, and library resources/equipment, the White House Library has installed security cameras throughout the library premises. These cameras will be used to discourage violations to the library's Disruptive Behavior Policy, to aid staff in preventing the occurrence of any library or law violation, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. This policy will state the procedures of camera use and guidelines for placement and retrieval of recorded video images. The White House Library affirms that this policy is in adherence to the library's and state laws on privacy.

### **Procedures**

- Cameras are installed at library locations on an as-needed basis in both indoor and outdoor areas.
- Signs will be posted at library entrances informing the public that security cameras are in use.
- Access to the archived footage in pursuit of documented incidents of criminal activity or violation of the library's Rules of Conduct is restricted to designated staff: Library Director and Persons-in-Charge (PICs).
- Access is also allowed by police when pursuant to a subpoena or, court order, or when otherwise required by law.
- Real-time monitors will only be displayed on desktop monitors placed in secure areas to ensure private access.
- Security cameras differ in their recording length, and will automatically record over themselves on an ongoing basis. Video records will not be maintained, provided no criminal activity or policy violation has occurred.
- In situations involving banned-and-barred patrons, stored still images may be shared with staff system-wide. Shared images may remain posted in restricted staff areas for the duration of the banning period. After the banning period ends, these images are archived in the library for 5 years.
- Questions from the public may be directed to the Library Director.

### **Guidelines**

- Digital video security cameras may be placed in both indoor and outdoor areas.
- Because security cameras are not constantly monitored, staff and members of the public should take appropriate precautions for their safety and for the security of personal

property. Neither the White House Public Library nor the City of White House is responsible for loss of property or personal injury.

- Cameras may be installed in public spaces where individuals lack a reasonable expectation of privacy. Examples include, but are not limited to, entrances, book stacks, public seating areas, hallways, individually closed off rooms, the book drop, etc.
- Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as in restrooms.
- Cameras will not be installed for the purpose of monitoring staff performance but may be referenced if a staff member commits behavioral misconduct or criminal activities on the premises.
- Images will typically be stored for an average period of 14 days. As new images are recorded, the oldest images will be automatically deleted. The length of time varies depending on the camera's memory and recording length.
- Staff and patron safety is the first priority in any threatening situation. The protection of library property is of secondary importance.
- A copy of this policy may be shared with members of the public upon request. The policy is also posted on the White House Library's official website.