



Library Security Cameras Policy

JPAB Policy # 321

Approved: August 2019

Five-year Review Schedule: August 2024

Purpose of cameras

The Library strives to maintain a safe and secure environment for its staff and patrons. Selected areas of the Library premises (including indoor and outdoor areas) are equipped with video security systems. No audio will be recorded. The Library's video security system is used for the protection and safety of patrons, employees, and Library property. This does not imply or guarantee that any or all cameras will be recording images, or be monitored in real time, twenty-four hours a day, seven days a week. Cameras will not be used for the purpose of monitoring staff performance and to the extent possible will not be placed over staff workstations.

Location of cameras

Reasonable efforts will be made to safeguard the privacy of patrons and employees. Video cameras will not be positioned in areas where there is a reasonable expectation of privacy such as in restrooms. The video cameras will be positioned to record only those areas specified by the Library Director and will complement other measures to maintain a safe and secure environment in compliance with library policies. Camera locations will not be changed or added without the permission of the Library Director.

Signage

Signs will be posted at the library entrances informing the public and staff that security cameras are in use.

Access to live video

Although not continuously observed, live video feeds may be monitored by library employees during the course of their regular duties to manage activity in the Library buildings and on the Library premises. The Library shall make reasonable efforts to ensure that such live video is not available for public viewing. Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. Santa Cruz Public Libraries System is not responsible for loss of or damage to property, or personal injury.

Access to stored video

Stored images will not be reviewed by library staff, except when specifically authorized by the Library Director or designee because of a report of an illegal activity, or the compromise of the protection and safety of patrons, employees and/or library property. Images from the Library video security systems are stored digitally. The Library shall make reasonable efforts to ensure that such retained video records are stored in a secure manner. The Library will retain all recorded images in compliance with any retention schedules mandated by applicable local or state laws and regulations.

Use/disclosure

Video records may be shared with authorized Library employees when appropriate or, upon approval by the Director.

In the event of a search warrant, which is executable immediately, Library Administration will comply with the search warrant and consult with legal counsel. Upon receipt of a subpoena or other court order, or where otherwise required by law, Library Administration shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, Library Administration shall insist any defect be remedied before releasing records which contain patron or staff information.

Video records may contain personally identifiable information about an individual who has used any library service or borrowed any library materials, and will be accorded the same level of confidentiality and protection provided to library users by Santa Cruz Public Libraries System policy on confidentiality and privacy.

Confidentiality/privacy issues limit the general public from viewing security camera footage that contains patron information. If the Library receives a request from the general public to inspect security camera footage which contains patron information, the requester will be advised to file a police complaint and the Library Administration will consult with legal counsel before responding.

Violations of this policy will be reported to the Santa Cruz Public Libraries JPA.