

2-13. Security Cameras

The Paul Sawyer Public Library maintains a security camera system to provide surveillance of various public areas. The purpose of the security system is to promote the safety and security of Library users, staff and property, to enforce the Library's rules of conduct, to discourage inappropriate and illegal behavior, and to aid in apprehension and prosecution of offenders.

Camera Locations

Cameras are located to view on a continuous basis, public areas that lack direct site lines, elevator entrances and exits, washroom entrances/exits, and areas prone to activity in violation of Library policy. Video surveillance for security purposes at the Library is limited to locations that do not violate the reasonable expectation of privacy.

Staff will review the placement of recording equipment as needed.

Signs

A sign will be posted informing the public that security cameras are in use.

Access to Digital Images

Video data is recorded and stored digitally on servers equipped with onboard hard drive storage. The recorded data and the servers are considered confidential and secure. Both the recorder and recorded data shall be housed in a limited-access, controlled area. Staff shall have remote access via the Library's network to live feeds in order to monitor activity at the Library on a continuing basis. Images will be viewed on desktop monitors placed in secure areas.

Only the following individuals are authorized to access the recorder and recorded archival data: Library Director, Department Supervisors, Security, and Information Technology personnel. Authorized individuals, with notice to the Library Director, may ask other staff to review recorded data in order to investigate security concerns related to a specific incident.

Authorized personnel may make spot checks of the recorded data.

Retention of Digital Images

Recordings shall be kept for a reasonable period of time, not to exceed 60 days, unless required as part of an ongoing investigation. As new images are recorded, the oldest images will be automatically deleted.

Access by Law Enforcement and Patron Privacy

Authorized individuals may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on Library property. Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and ordinances and the Library's confidentiality of Library records policy. For investigations initiated by law enforcement agencies, recorded data will be made available to law enforcement upon presentation of a valid search warrant, court order or subpoena, subject to the

Library's right to challenge the warrant, order or subpoena. The Library Director shall be informed of any such court order or subpoena before any information is released.