



# ZION-BENTON PUBLIC LIBRARY

## VIDEO SURVEILLANCE POLICY

The Board of Library Trustees of the Zion-Benton Public Library District strives to maintain a safe and secure environment for Library Staff and Patrons. In pursuit of that goal, video surveillance of library property may be used.

Video surveillance records are the sole property of the Zion-Benton Public Library District.

The library's video surveillance policy is as follows:

### **Security Camera Purpose and Placement Guidelines.**

1. Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the library such as parking lots, entrances, seating areas, service desks, and areas prone to theft or misconduct.
2. Security cameras are used in public spaces in the library to discourage criminal activity and violations of the Library Code of Conduct. Video footage is recorded and stored digitally. The recording of audio will not be used.
3. Video surveillance may be used to help identify person(s) who have violated library policies or help safeguard library operations. In determining the placement and use of security cameras, staff and patron safety is the first priority with protection of library property of secondary importance.

### **Use/Disclosure of Video Records.**

1. Video surveillance will be monitored by authorized library staff.
2. Access to archived video in order to document incidents of injury, criminal activity or violation of the Use of the Library Policy is limited to the Library Director, Managers, Security, Persons-In-Charge (PIC), I.T. Staff and other designated staff specifically authorized by the Library Director. Review of archived video footage should be done in non-public areas of the library.
3. Images may be shared with staff from time to time to assist staff in identifying persons suspended from library property and to maintain a safe and secure environment.
4. Video surveillance records may be used to assist law enforcement agencies in accordance with applicable laws. Video footage may also be used in support of insurance claims.



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5. Archived video footage will not be retained longer than 30 days, provided no criminal activity, accident, or policy violation has occurred or is being investigated.

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