

# **Fort Dodge Public Library**

## **Video Security Cameras Policy**

### **Purpose**

The Fort Dodge Public Library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Because library staff is unable to provide direct supervision over all areas within the building and on library grounds, video security cameras have been placed at selected locations in order to observe and records visible activities of persons within the library and on its grounds in lieu of direct supervision.

Observation of activity, whether in real time or from digitally recorded storage, shall be limited to activities that are specific to library operations, may affect the safety and security of library patrons and staff, and provide protection for library assets or property. Real-time monitors may be set up in public areas at the discretion of the library director.

### **Privacy and Confidentiality**

Camera placement shall be determined by the library director, in consultation with safety and security experts. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as restrooms.

To the extent that any recorded images include identifiable persons requesting information or checking out an item, such recordings will be treated as confidential as provided in Iowa Code 22.7 (13). Only designated library staff may view real time images or screen recorded images for potential breach of confidentiality. Any inadvertent views of protected information shall be held in confidence by the library staff under the library's confidentiality policy.

### **Public Notice**

Signage shall be conspicuously displayed within the library advising of the recording of video images. Conversations or other audible communications shall not be monitored or recorded by the security cameras.

### **Data Storage**

Cameras will record activities in real time and images will be saved to the camera server's hard drive. The capacity of the storage system allows for images to be stored for at least 60 days. Current software deletes images automatically as the capacity of the hard drive is reached. The library is not obligated to store images past the 60 day limit.

### **Ability to Access Recorded Data**

The library director holds the authority to designate library staff members who may access video in real time or recorded formats. Circumstances under which designated staff may access images in real time include, but are not limited to, observation of areas beyond view from designated work area for assurance of safety and security. Access to real time or recorded imagery is also authorized to designated staff upon report of suspicious behavior, including policy violations, criminal activity, destruction or theft of library property or assets, or other activity that may be disruptive to library operations.

### **Law Enforcement**

All requests for the viewing of real time or recorded imagery by law enforcement officials must be presented to the library director. If the library director is unavailable, such requests shall be presented to the administrative or supervisory staff designated by the library director to hold such authority. Law enforcement may view recorded images unless such images include records protected by Iowa Code 22.7 (13), in which case such records would be released only pursuant to a valid court order.

### **Public Disclosure**

All requests for public disclosure of recorded images shall be presented to the library director or the administrative staff member designated to act in her/his stead. Guidelines for public disclosure of video imagery shall follow the procedures established by the library director in accordance with Iowa Code Chapter 22.

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