



Putnam County District Library

Security Camera Policy

The Putnam County District Library (PCDL) strives to offer a welcoming, open atmosphere and provide a safe environment where people can use library facilities and collections for intended purposes to the maximum extent possible. Security cameras are used to provide peace of mind to library users and staff by discouraging violations of the Library's Rules of Conduct, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded video images at the PCDL.

SECURITY CAMERA LOCATIONS

Cameras may be installed in public spaces where individuals lack a reasonable expectation of privacy. Examples include, **but are not limited to** common areas of the library such as entrances, book stacks, public seating areas, hallways, stairways, parking lots, and areas prone to theft or misconduct.

Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms or private offices. Nor are they positioned to identify a person's reading, viewing, or listening activities in the Library. Conversations or other audible communication shall not be monitored or recorded by security cameras.

PUBLIC NOTICE

Signage shall be conspicuously displayed within the library advising of the recording of video images.

DATA STORAGE

Cameras will record activities in real time and images will be saved to the camera server's hard drive. Current software deletes images automatically as the capacity of the hard drive is reached. Cameras will not be monitored continuously by library staff.

Because security cameras are not constantly monitored, staff and public should take appropriate precautions for their safety and for the security of personal property. The PCDL is not responsible for loss of property or personal injury.

AUTHORITY 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. Any inadvertent views of protected information shall be held in confidence by the library staff under the PCDL's confidentiality policy.