



Digital Video Security Camera Policy

Security cameras will be used where needed to discourage violations of the Library's code of conduct, to assist Library staff in preventing the recurrence 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 digital video cameras, as well as the access and retrieval of recorded digital video images at the Farmington Community Library.

Cameras may be installed in locations where staff and patrons would not have an expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating, delivering areas and parking lots.

Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms.

Procedures

- Digital video security cameras are installed in selected indoor and outdoor locations at both Library buildings.
- A sign will be posted at Library entrance informing the public that security cameras are in use.
- Selected staff will have access to the real time monitors, although activity is only randomly monitored.
- Only the Director, or his/her designee(s) will have access to the archived material in pursuit of incidents of criminal activity or violation of the Expected Library Behavior Policy.
- Images will typically be stored for a period of up to 21 calendar days. As new images are recorded, the oldest images will be automatically deleted.
- Selected digital video may be saved for as long as required (hereinafter referred to as "Stored Digital Video Records").

- A Stored Digital Video Record is considered a Library record under the Michigan Library Privacy Act (“Privacy Act”) and only released consistent with said Act.
- Stored Digital Video Records may be used to provide tangible evidence as a means of identification, and may be turned over to the police by the Director or his/her designee, consistent with the provisions of the Privacy Act.

Guidelines

- Staff and patron safety is the first priority in any threatening situation. The protection of Library property is of secondary importance.
- Cameras will not be installed for the express purpose of monitoring staff performance.
- Requests from the public for access to camera images will be considered in light of the provisions of the Privacy Act.
- Questions from the public may be directed to the Director.

Approved by the Library Board of Trustees, March 11, 2010