

**Policy Title: Video Surveillance Policy****Effective Date:****1. Purpose of Security Cameras**

This policy sets out the framework within which the Flagler County Public Library will use security cameras. The library will use security cameras to enhance the safety and security of library users, staff, property, while protecting the individuals' right to privacy.

The security camera installation consists of dedicated cameras providing real-time surveillance. The primary use of security cameras is to discourage inappropriate and illegal behavior and to enhance the opportunity to apprehend offenders.

Video monitoring of public areas will be limited to uses that do not violate the reasonable expectation of privacy as defined by law. Information obtained will be used exclusively for law and/or policy enforcement.

**2. Signage**

The library will post signs in relevant areas to read:

**“Attention: This area is under video surveillance. All activity is recorded.”**

The cameras are positioned only to record those specified by the library Director which will complement other measures to maintain a safe and secure environment.

**3. Camera Locations**

In general, cameras are located to view service desks, exits, and areas prone to vandalism or activity in violation of library policy. As of May 2011, camera installations view the following locations:

## Exterior:

- Main Entrance (2)
- Bicycle Rack (1)
- Gazebo (1)
- Doug Cisney Room East & West Exits (2)
- Staff Entrance (1)

## Interior:

- Lobby (1)
- Meeting Room (1)
- Main area (1)
- Teen Spot (1)
- Children's Department Entrance (1)
- Doug Cisney Room (1)
- Restroom Hallway (1)

#### 4. Use/Disclosure of Video Records:

Video data is recorded and stored on a secure Digital Video Recorder equipped with onboard hard drive storage. Normal retention period for recordings is up to thirty calendar days, per Florida Department of State Record Retention Schedule for Surveillance Recordings, then automatically erased by recording over unless required for evidence. Records required for evidence are saved to CD and stored in a secure environment. Such records will be destroyed when no longer required for evidence.

Access to camera monitoring is limited to only those authorized by the library director. Only the director or employees designated by the director are authorized to operate the video security system. Access to video records shall be limited to authorized employees, who shall only access such records during the course of their regular duties to:

- a. Identify the person or persons responsible for library policy violations, criminal activity, or actions considered disruptive to normal library operations.
- b. Assist law enforcement agencies in accordance with applicable state and federal laws upon receipt of a subpoena. The requirement of a subpoena may, however, be waived by the director or authorized employees when appropriate.

Any such review of video recordings will be with the knowledge and approval of the library director or his/her designee. Only the director shall be authorized to release any video record to anyone other than an authorized employee, including but not limited to, law enforcement personnel, media, patrons and other persons.

In all other respects, footage will be accorded the same level of confidentiality and protection provided to library patrons by Florida State Law, Flagler County Public Library policies and the American Library Association policies on confidentiality and privacy.

*Approved by the Library Board of Trustees: September 12, 2011*