

Gold Coast Public Library
Digital Video Security Camera Policy

Security cameras will be used where needed to discourage violations of the Library's Rules of Conduct, to assist Library staff in uncovering and/or preventing the incidence or 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 Gold Coast Public Library.

Video monitoring and recording will be conducted in a manner consistent with all applicable laws, rules, regulations and ordinances.

Cameras may be installed in locations where staff and patrons would not have a reasonable expectation of privacy. Examples include, without limitation, common areas of the Library such as entrances, near book and media collections, public seating, delivery areas and parking lots.

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

Procedures

- Digital video security cameras are installed in selected indoor and outdoor locations at the Main Library.
- A sign will be posted at Library entrance informing the public and the staff that security cameras are in use.
- Selected staff will have access to the real time monitors, although activity will be only randomly monitored.
- Generally, only the Library Director or his/her designee(s) will have access to the archived material.
- Video recordings and photos obtained through the video monitoring system will be released to third parties as required by law, for example in response to search warrants, court orders, and requests by law enforcement for an active investigation, or as necessary or appropriate in connection with the Library pursuing disciplinary action.
- Images will typically be retained for a period determined by the storage capacity of the equipment, usually about 14 to 21 calendar days. As new images are recorded, the oldest images will be automatically deleted. The Library reserves the right to retain images for a longer period.
- Selected digital video may be saved for as long as required.

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. However, it may be used for that purpose.
- The general public will not be allowed access to camera images, except as may be required by law.
- 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 Gold Coast Public Library is not responsible for loss of property.
- Questions from the public may be addressed to the Library Director.

Adopted by the Gold Coast Public Library Board of Trustees – December 18, 2013