

Security Camera Surveillance Policy

The Putnam County Public Library endeavors to maintain a safe and secure environment for all who enter and utilize its facilities. In an effort to ensure the safety of all patrons and staff members, selected public areas of the library which are occasionally unsupervised are under continuous camera surveillance and recording. This policy serves to deter public endangerment, vandalism, theft, and other unacceptable behaviors outlined in our Patron Behavior Policy. Use of recordings will adhere to the applicable federal, state, and local law concerning the confidentiality of library records and the protection of individual privacy. The public will be notified of camera surveillance using clearly worded signs prominently displayed on library premises.

Security Camera Locations

Reasonable efforts will be made to safeguard the privacy of patrons and employees. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy. Surveillance cameras will not be used to identify a person's reading, viewing, or listening activities in the library. The library reserves the right to install security cameras at will and may change the location and/or number of cameras as needed.

Use/Disclosure of Video Records

Security camera recordings may be used by library staff or law enforcement representatives to identify the person or persons responsible for library policy violations, criminal activity on library property, actions considered disruptive to normal library operations, or violation of the library's patron behavior policy.

Under certain circumstances, library staff may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.

Recordings may be shared with library staff when appropriate or, upon approval by the Director, library board members in order to maintain a safe and secure environment.

All requests for security camera footage or still shots by law enforcement will be referred to the Library Director. In the event of a search warrant, which is executable immediately, the library's administration will comply with the search warrant and consult with legal counsel.

Confidentiality/privacy issues prohibit the general public from viewing security camera footage. Recordings shall not be used or disclosed other than as specifically authorized by this policy.

PCPL June 2016