

Security Camera Policy

KDLA provides this example policy to assist a library in developing and adopting their own policy. The example policy should be modified to meet the needs of your library and community and should be reviewed by the library's attorney prior to adoption.

For further consideration: [The Secure and Trusted Communications Networks Act of 2019](#) "prohibits the use of certain federal funds to obtain communications equipment or services from a company that poses a national security risk to U.S. communications networks." The Federal Communications Commission (FCC) publishes and maintains [a list](#) of such equipment or services.

Purpose

The _____ Public Library uses security cameras to protect the safety and security of library patrons and staff while ensuring individuals' rights to privacy. This policy is in place to deter public endangerment, vandalism, and mischief and to identify those individuals involved in such activity for law enforcement purposes. The library's use of cameras and security systems shall adhere to applicable federal, state, and local law concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy.

The security camera system will only be used to protect individuals on library property and to protect the property itself, although that is of lesser importance. There is a monitoring option to the camera system, however the intent of the system is not to be constantly monitored. To uphold privacy, the director will control the system and delegate access to a limited number of authorized users.

Signage

Signage will be displayed at the library entrance that the library employs security cameras for the express purpose of protecting the safety and security of library patrons and staff.

Locations

Camera placements are based on recommendations by local law enforcement to provide the highest levels of protection for staff and patrons. They are installed in locations where individuals lack a reasonable expectation of privacy. They are not installed in areas where there is an expectation of privacy, such as restrooms and all closed staff areas.

Security

As stated before, the Library does not monitor the cameras in real time. As such, Library staff and the public should continue to take precautions to protect themselves and their property. The Library is not responsible for the loss of property or personal injury.

Storage

Video and still image data may be saved locally on library grounds or on a cloud server provided by the security company. Data will only be accessed after reports of policy violations, legal action, or suspected criminal activity. Records are not to be used directly or indirectly to identify the activities of individual library patrons or staff except in relation to a specific event of suspected policy violation, legal action, or suspected criminal activity. **AT NO POINT WILL ANY TYPE OF SOUNDS OR VOICES BE RECORDED.**

Recordings will typically be stored in compliance with the Local Government General Records Retention Schedule. In situations involving banned patrons, still images will be shared with library staff until the lifting of the ban.

For investigations initiated by law enforcement agencies, data will only be provided upon presentation of a valid court order or subpoena establishing probable cause to review the data.

General Public Requesting Access

The Open Records Act of Kentucky (KRS 61.870-844) finds and declares that free and open examination of public records is in the public interest. If a member of the general public properly files an Open Records request by following the above listed statutes, the Library will respond to the request within the five business days required by state law. As stated in KRS 61.878(1)(a), records containing information of a personal nature are exempt if disclosure would constitute a clearly unwarranted invasion of personal privacy.

Privacy

Although the library is a public place, efforts will be made to protect the privacy of the individuals using the library and its services. All data created and recorded by the library's security systems will be afforded the same level of confidentiality and protection provided to library users by Kentucky state law & _____ Public Library policies.

Automated Services

The library's current or future security systems may have the capability to perform automated tasks, including but not limited to:

- Identifying movement or activity within a specified area.
- Facial identification or recognition of identifying characteristics, such as height or clothing worn by an individual.
- Creating an additional recording of an event and notifying users.

- Triggering alarms if events occur after library operating hours.
- Contacting first responders in case of a particular set of events.

These novel technologies are in constant development and may not be suited for use within the library setting. The library will consult with legal counsel to weigh the pros and cons of activating these features.