

Lied Public Library Policy**Section: Relationships, Rights, and Responsibilities****Subject: Video Surveillance Policy****Board****Approved: 07/2017****Reviewed:****Revised:**

Video Surveillance Policy

The Lied Public Library strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected public areas of the library premises are under video surveillance and recording. Signage will be posted at the library entrance at all times, disclosing this activity.

1. Cameras may be installed in locations where staff and customers would not have an expectation of privacy. Examples include common areas of the Library (entrances, near book and media collections, public seating, and parking areas). Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms, nor are they positioned to identify a person's reading, viewing or listening activities in the library.
2. No monitoring shall be done on the basis of race, color, religion, sex, age, national origin, veteran status, disability that can be reasonably accommodated, or any other basis prohibited by federal, state, or local law.
3. To the extent that any recorded images include identifiable persons requesting information or checking out an item, such record shall be treated as confidential as provided in Iowa Code §22.7 (13).
4. Images from the Library surveillance system are stored digitally on hardware in the Library and accessed remotely, via secure connection, by the City of Clarinda Police Department. It is the intent of the Library to retain all recorded images for a minimum of 7 days, or until image capacity of the system is reached. Then, the oldest stored images will be automatically deleted by system software to make room for new images.
5. Signage shall be conspicuously displayed within the library advising of the recording of video images. Conversations or other audible communication shall not be monitored or recorded by the security cameras.
6. When an incident occurs on Library premises:
 - a. Video image recordings will be used to identify the person or persons responsible for Library policy violations, criminal activity, or actions considered disruptive to normal Library operations.
 - b. Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
 - c. Video recordings of incidents can be retained and reviewed as long as considered necessary by the Library Director or Chief of Police.
 - d. Images may be shared with other Library staff to identify person(s) suspended from Library property and to maintain a safe and secure environment.
 - e. While it is recognized that video surveillance will not prevent all incidents, its potential deterrent effect, and resource as a means of identifying and prosecuting offenders is considered worthwhile.
7. All requests for public disclosure of recorded images shall be presented to the library director or the administrative staff member designated to act in his/her stead. Guidelines for public disclosure of video imagery shall be in accordance with Iowa Code Chapter 22.