

Loutit District Library

Surveillance Camera Policy

Loutit District Library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Because library staff is unable to provide direct supervision over all areas within the library and library grounds, video surveillance cameras have been placed at selected locations in order to observe and record images of activities of persons in the library and on library grounds in lieu of direct supervision.

Viewing of activity, whether real time images or digitally recorded images, shall be limited to activities that are specific to library operations, may affect the safety and security of library patrons and staff, and provide protection of library assets or property.

Privacy and Confidentiality

- a. Camera placement shall be determined by the library director or his/her designee.
- b. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as toilet areas within restrooms.
- c. To the extent that any real time or digitally recorded images include identifiable persons requesting information or checking out an item, such images shall be treated as confidential as provided in the Library Privacy Act being §MCL 397.601, et. seq.
- d. Only designated library staff may view real time images or digitally recorded images for potential breach of confidentiality.
- e. Any inadvertent viewing of confidential information shall be held in confidence by the library staff.

Public Notice

- a. Signage shall be conspicuously displayed within the library and on library grounds advising of the recording of video images.
- b. Conversations or other audible communication shall not be monitored or recorded by the surveillance cameras.

Monitoring

- a. Cameras will not be monitored at all times, but may be viewed in real time during times of reported activity or during random times as determined by the Library Director or his/her designee(s).
- b. Circumstances under which designated staff may view images in real time include, but are not limited to, observation of areas beyond view from designated work stations for assurance of safety and security.
- c. Viewing of real time or digitally recorded images is also authorized to designated staff upon report of suspicious behavior, including policy violations, criminal activity,

destruction or theft of library property or assets, or other activity that may be disruptive to library operations.

Authority to View Images

a. The Board authorizes the Library Director to designate library staff members who are authorized to view images on all cameras in real time or as digitally recorded and the Director shall inform the Board of his/her designees.

Images Storage

- a. Cameras will record images in real time which will be digitally recorded onto electronic storage media.
- b. Digitally recorded images shall be retained for a period of not less than 30 days.
- c. The Director is authorized to establish a schedule for the regular deletion of digitally recorded images which are 31 days old or older.

Law Enforcement Access to Images

- a. All requests to view real time or digitally recorded images by law enforcement officials must be presented to the Library Director or his/her designee.
- b. Law enforcement officials may view digitally recorded images unless such images include records protected the Library Privacy Act being §MCL 397.601, et. seq. in which case such records shall be released only pursuant to a valid court order.

Public Disclosure

- a. All requests for public disclosure of digitally recorded images shall be presented in writing to the Library Director or his/her designee in accordance with the Freedom of Information Act (Public Act No. 442 of 1976, as amended).
- b. The Library Director or his/her designee shall follow the procedures established in accordance with the Library Privacy Act being §MCL 397.601, et. seq. for public disclosure of digitally recorded images.

Adopted by the Loutit District Library Board of Trustees on January 12, 2010.

Mary Jane Belter, Secretary