

## 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. Conversations or other audible communication shall not be monitored or recorded by the surveillance cameras.

Camera placement shall be determined by the Library Director or his/her designee. Cameras shall not be placed in areas where there is a reasonable expectation of privacy. Areas where cameras may be placed include, but are not limited to, entrances, public seating, book and media collections and book returns.

### **Public Notice**

Signage shall be conspicuously displayed within the library and on library grounds advising of the recording of video images.

### **Monitoring Authority to View Images**

The board authorizes the Library Director and his/her designee to view images on all cameras in real time or as digitally recorded. 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 and shall be covered by the Library's Confidentiality Policy.

### **Image Storage**

Cameras will record images in real time which will be digitally recorded onto electronic storage media. Digitally recorded images shall be retained pursuant to the Library's Records Management Policy.

### **Public Disclosure**

To the extent that any real time or digitally recorded images include identifiable persons requesting information, checking out an item or otherwise qualify as a "library record" pursuant to the Library Privacy Act, such images shall be treated as confidential as provided in the Library Privacy Act and shall be covered by the Library's Confidentiality Policy. All requests for public disclosure of digitally recorded images shall be processed pursuant to the Library's Confidentiality policy.

Adopted: January 12, 2010

Revised: December 4, 2018