

Policy 422: Use of Video Monitoring Equipment

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I. PURPOSE

The Salem-South Lyon District Library is committed to establishing and maintaining an environment that is secure and safe for both employees and library visitors, and maintaining the security of its property and facilities. This can be accomplished by establishing rules of conduct and following best security practices. The purpose of this policy is to regulate the use of security cameras and video monitors to observe and / or record activities in Library facilities to enhance security, deter crime and to aid in protecting the safety of individuals and the property of the library.

II. POLICY

Video cameras and video recording equipment may be installed on Library property as a tool to address specific security related problems, as a deterrent to criminal activity and /or to assist in the apprehension of those breaking Library rules and /or the law. The Library will add new equipment when there is a need, as budget allows and if the facility can accommodate the technology. Likewise, the Library will reconsider equipment that is no longer meeting the criteria and conditions established by the Library. Utilizing security-monitoring equipment is an option under the following conditions:

- A vulnerable area is difficult to monitor due to staffing patterns and assignments;
- A lack of direct sight lines;
- The area would be burdensome to monitor due to its size or remoteness;
- A previous incident of a severe nature occurred at this location;
- A site experiences recurrent security related incidents.

Video surveillance for security purposes is limited to public areas of the Library. Such areas may include those of public usage, including the grounds, parking lots, entrances and interior hallways. Video surveillance will be conducted in a professional manner and in a manner complying with other library policies and applicable law. No audio will be recorded.

This policy does not imply or guarantee that any or all cameras will be recording images, or monitor in real time, 24 hours a day, seven days a week. Recordings are normally retained for a period of 2 weeks. Video recordings and photos obtained through the video monitoring system will be released as necessary and in accordance with applicable laws, such as in response to search warrants, court orders, requests by the police for an active investigation, or to forestall the imminent escape of a suspect or destruction of evidence.