

## Video Surveillance

The purpose of video surveillance at the Hussey-Mayfield Memorial Public Library is first and foremost the protection of the physical safety of the patrons and employees of the Library. A secondary purpose is the protection of property and protecting the Hussey-Mayfield Memorial Public Library from potential liability.

No monitoring will be done on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity,) age, national origin, disability, genetic information, or any other basis prohibited by federal, state, or local law.

Video recordings will be held as confidential library records and will be purged as soon as their purpose is served or as needed based on storage capacity, subject to any other applicable laws. Archives of recorded footage may only be reviewed by the Executive Director or the Executive Director's designee.

In the event that any public law enforcement agency or security agency makes a request for recordings or recording equipment, the request will immediately be referred to the Executive Director. The Library has the right to confer with legal counsel before complying with any such request. If any such request is made, any and all material will be preserved during the period that contact with counsel is being exercised, all subject to applicable law(s).

In the unlikely event that any officer or agency should seize material or equipment, the Executive Director will be notified immediately and the staff member will request a receipt for the material taken. The Executive Director will notify the Library Board of Trustees when any law enforcement or security agency makes a request or seizure as described above.

The Library reserves the right to use the surveillance system for additional purposes, as circumstances require. It will not be used to monitor individuals or groups of individuals unless there is reasonable cause to believe that there has been or may be an infraction of Library policies and procedures or the commission of a crime. It will be presumed that an individual is behaving or performing correctly unless there is reason to think otherwise.

Software for monitoring cameras and recorders will be installed only on designated staff computers at the direction of the Executive Director. Properly trained staff using these computers may exercise their discretion in operating the surveillance system in accordance with this policy. Installing the surveillance software on computers not approved by the Executive Director, installing additional equipment on the system, re-aiming cameras or other additions or modifications not approved by the Executive Director or sharing information in an unauthorized manner will be considered a violation of Library policy.

The surveillance system will also be used as a tool to determine things such as the amount of business at service desks, traffic flow, and other routine checks of conditions affecting the safety and operation of the building and grounds. If, in the use of the system in this manner, it

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becomes evident that there are likely policy violations as demonstrated in the behavior of personnel or patrons, an investigation will follow.

## **Imminent Danger**

When there is the potential of imminent danger to persons or property, any staff member may use the surveillance system as needed to thwart or document any such action. Video recordings or printouts from these cases shall not be posted in any place without the written permission of the Executive Director.

In the absence of the Executive Director, all correspondence regarding video surveillance should be conducted with the Executive Director's designee.

*This Video Surveillance Policy was adapted, with permission, from The Hamilton East Public Library's Surveillance Policy 1.13. Thank you to HEPL for granting permission.*

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