

## **SECURITY CAMERA**

### **Policy Statement:**

The Manhattan Public Library strives to maintain a safe and secure environment for staff and customers. In pursuit of this objective, selected areas of the library premises are equipped with video cameras. The library's video security system shall be used only for the protection and safety of customers, employees, property, and to assist in law enforcement. The system is intended to complement and not replace other library security procedures.

### **Definition:**

The *Security Camera System* is a closed network of cameras utilized to capture images and transmit them for display on a limited number of monitors.

### **Regulations**

1. Only the director or employees designated by the director are authorized to access or operate the video security system. Reproduction or storage of images is restricted to the Director, the Assistant Director and the Information Technology Manager. Access to reviewing live or stored images is limited to Adult and Teen Services Librarians, Circulation Manager and Assistant Manager, Children's Services Manager, Maintenance Manager, and the Library Board of Trustees. Still shots or portions of video may be shown to other staff members for security purposes.
2. Reasonable efforts shall be made to safeguard the privacy of customers and employees.
3. With the exception of records retained for criminal, safety or security investigations, the library will not maintain a copy of recordings for longer than the 21 day recording cycle.
4. In an emergency situation, the Director or Director's designee may provide remote access to the security system to the Riley County Police Department for the duration of the emergency.
5. The Director or his/her designee may use a still shot or portions of the recorded data to request law enforcement review for assessing a security risk or investigating a crime.
6. For investigations initiated by law enforcement agencies, recorded data will be made available to law enforcement upon presentation of a valid court order. Only the Director or Director's designee will be authorized to release images to law enforcement.

7. The digital video recorder and recorded data shall be considered confidential and maintained in a secure manner.
8. The system is not to be used for live monitoring, unless there is a significant rule violation or security situation.
9. Signage shall be posted to inform the public of the presence of security cameras.