

OUTSIDE SECURITY CAMERA PURPOSE AND PLACEMENT GUIDELINES

1. Video recording cameras will be used in outdoor locations to discourage criminal activity and violations of the Library's Policies and Procedures.
2. Cameras may be installed in outdoor places where individuals lack a reasonable expectation of privacy.
3. Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. The Linwood Community Library District #1 is not responsible for loss of property or personal injury.
4. Recorded data is confidential. Video recordings will typically be stored for no longer than 30 days.
5. Regarding the placement and use of the digital recording cameras, staff and patron safety is the first priority; protection of library property is of secondary importance.

USE/DISCLOSURE OF VIDEO RECORDS

1. Access to the archived footage in pursuit of documented incidents of injury, criminal activity or violation of the Library's Policies and Procedures is allowed by staff.
2. Access is also allowed by law enforcement when requested.
3. Staff may also have access to real-time images on desktop monitors, where and when patrons cannot view the images. The amount of video viewed will be limited to the minimum needed to give assurance that the system is working or to ascertain if footage is available relative to a specific incident.
4. Video images will not be maintained, provided no criminal activity or policy violation has occurred or is being investigated.
5. Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property or actions considered disruptive to normal library operations as delineated in the Library Policies and Procedures.

UNAUTHORIZED ACCESS AND/OR DISCLOSURE

1. Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users.

DISCLAIMER OF RESPONSIBILITY

1. A copy of this policy may be shared with any patron or staff member upon request. The policy is also posted on the Linwood Community Library's official website.
2. Questions from the public may be directed to the Library Director.
3. The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.