

Purpose

Security cameras are used to enhance the safety and security of library users and staff by discouraging violations of the Library's Conduct of Library Users Policy, to assist library staff in preventing the occurrence of any violations, and when legally required, to provide law enforcement assistance in addressing criminal activity.

Security Camera Guidelines

1. Video recording cameras will be used in public spaces of library locations to discourage criminal activity and violations of the Library's Conduct of Library Users Policy.
2. Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include the exterior of the Library building itself, parking lots, entrances, public common areas of the Library, public seating or meeting areas, the 1931 Room, Shipman Room, service desks, and areas prone to theft or misconduct, or areas where money is stored or handled.
3. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy such as restrooms or private offices.
4. Cameras will not be installed for the purpose of monitoring staff performance and will not be used to monitor content viewed by patrons.
5. Signs will be posted at all entrances informing the public and staff that closed-circuit security cameras are in use.
6. 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 Grand Ledge Area District Library is not responsible for loss of property or for personal injury.
7. Recorded data is confidential and secured in a controlled area. Video recordings may be, but are not required to be, stored for 30 days. As new video or images are recorded, the oldest recordings will be deleted unless preservation is required by this policy or by law. At the instruction of the Library Director or the Director's designee(s), selected video recordings may be saved for as long as he or she determines is appropriate.
8. 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

Authorization to view video recordings may be granted only by the Library Director or the Director's designee. Notice shall be given to the Library Board if authorization is granted to any person or if the Library Director designates an individual to make such a determination. The Library Director or other individuals authorized under this policy may use video records to identify the person or persons responsible for Library policy violations, criminal activity on Library property, actions considered disruptive to normal Library operations or violation of the Library's Conduct of Users Policy.

The Library Director or the Director's designee may share video records or stored images with authorized Library employees or staff when required or appropriate to identify any person suspended from Library property and to maintain a safe, secure, and policy-compliant environment.

The Library Director will provide video records or other records of the Library to law enforcement personnel consistent with the Library Privacy Act, MCL 397.601 *et seq.*, other applicable rules, regulations, laws, and constitutional legal principals. Library records, as defined in the Library Privacy Act, including video recordings or records are not made available to any agency of state, federal, or local government without a warrant, court order, or other legal document requiring the Library to do so. Library staff are instructed to refer any law enforcement requests to the Library Director. The Library will consult with legal counsel where possible and will comply with court orders or other proper legal documents.

General Public Requesting Access to Security Camera Footage

In general, library privacy laws prohibit the general public from viewing security camera footage that contains patron information. The Library will disclose video records as may be required by law or a court order. If a member of the general public requests a video record, the requester shall be asked to make a request pursuant to the Michigan Freedom of Information Act.

Disclaimer of Responsibility

A copy of this policy may be shared with any patron or staff member upon request. The policy is also posted on the Grand Ledge Area District Library's official website.

Questions from the public may be directed to the Library Director.

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.

Adopted: November 26, 2019