DOUGHERTY COUNTY PUBLIC LIBRARY SECURITY CAMERA POLICY

The Dougherty County Public Library uses security cameras to help ensure the safety and security of Library users, staff, and property. The security cameras will provide real-time surveillance through a video management system and will be used to discourage inappropriate and illegal behavior and to enhance the library’s documentation of incidents. The use of cameras is governed by the policy established by the Library Board of Trustees and any applicable rules or regulations adopted by the Library. The Library Director, who is responsible for implementing the policy for the Board of Trustees, has discretion in determining what use is "in the best interest of the Library" and the Library Director is authorized to act accordingly, including limiting the use of the building and services by individuals whose activities interfere with Library operations, adversely affect public safety, or cause public disturbances. The Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

SIGNAGE

The Library shall post and maintain signs giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library property.

CAMERA LOCATION

Cameras are strategically located to monitor most areas in the Library. Cameras shall not be in areas where patrons and/or staff have a reasonable expectation of privacy such as restrooms.

ACCESS TO DIGITAL IMAGES

Video data is recorded and stored digitally and is considered confidential and secure. Access to live feeds of images is available to service desk staff that monitor Library activity. Access to recorded video data is limited to the Library Director.

ACCESS BY LAW ENFORCEMENT AND PATRON PRIVACY

Video surveillance records are not to be used directly or indirectly to identify the activities of individual library patrons except as viewed in relation to an event or suspected criminal activity, suspected violation of Library policy, or incidents where there is reason to believe a claim may be made against the Library for civil liability. Authorized individuals may use a still shot or selected portions of recorded data for law enforcement to review to assess the security risk of a specific individual or for investigating a crime on library property.

Video data will be made available to law enforcement officials or agencies upon written request. The Library shall retain a copy of the request. Recorded data will be accorded the same level of confidentiality and protection provided to library users by Georgia state law and the Library's policies.
RETENTION OF DIGITAL IMAGES

Recordings shall be kept for up to 30 days with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents. Law Enforcement must provide the library with a copy of any still shots or selected portions of recorded data requested. These shall be retained for two years after the incident.

DISCLAIMER OF LIABILITY

Any patron or staff member shall be given a copy of this policy regarding the security cameras upon request. The Library disclaims any liability for use of the video data in accordance with the terms of this policy and the fact that the Library is a public facility. The use of security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

DAMAGES AND LIABILITY

In accordance with the Library Conduct Policy, individuals using the Library shall be held responsible for willful or accidental damage to the Library's building, furniture, equipment and collections.

APPEAL AND REVIEW

The Board of Trustees of the Dougherty County Public Library will review the Security Camera policies and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Library Director, who is empowered to make decisions regarding the use of security cameras, to waive regulations under appropriate circumstances.

Any appeals for changes to or exceptions to any portion of the Security Camera policy will be considered. An individual wishing to file an appeal shall submit it to the Library Director in writing and the Library Director will respond in writing.

Approved by Dougherty County Public Library Board of Trustees on ____________________

Date