

Camera Monitoring Policy

Worth County Library (WCL) works to maintain an environment that is safe and secure for Library patrons and employees, as well as to maintain the security of its facility and property.

The use of security cameras to observe activities in the Library facility will enhance security and aid in protecting the safety of Library patrons and Library property.

Although this policy is governed by any and all applicable local, state and federal laws, rules and regulations, there are state statutes that directly pertain to this policy. As a public agency, WCL is subject to the Georgia Open Records Act (O.C.G.A. § 50-18-70 et seq.), under which records created by WCL (including video records) are considered public record and may be subject to inspection. WCL is subject to Georgia law governing certain confidential information related to Library patrons (see O.C.G.A. § 24-12-30). Library records which identify the user of Library materials shall not be public records and shall not be disclosed to the public except upon a court order or subpoena.

Recognizing the importance of the confidentiality of patrons' use of the library, WCL's security cameras shall be positioned in a manner to avoid or minimize the possibility of identifying a patron's reading, viewing, or listening activities. Cameras shall not be used in areas where patrons or staff have a reasonable expectation of privacy (e.g., restrooms). Signage disclosing the use of cameras will be posted in the Library. The recording of audio will not be used because it is restricted under the Electronic Communications Privacy Act of 1986.

Access to both real-time and recorded video records shall be limited to designated WCL staff. Video recordings may be digitally stored on a computer server with the appropriate level of security. Footage will be retained for 30 days, after which time such video records may be destroyed, unless there is a compelling reason to retain (such as to document possible criminal activity or policy violations).

Any request to review video records must be referred to the WCL Director. Because of the challenges involved in protecting confidential patron information, when presented with a request to view video records, access to such records must be limited and each request shall be handled on a case-by-case basis, balancing the importance of both transparency and confidentiality.

Security cameras are not continuously monitored. Therefore, Library patrons and staff should take appropriate precautions for their safety and the security of their personal property. WCL nor their funding agencies are responsible for loss of personal property.