

## LIBRARY SECURITY CAMERA PROCEDURES

### ~~Requests for video:~~ Purpose and usage of video footage:

- The video will only be viewed to enforce violations of the patron code of conduct related to verbal, physical or sexual harassment, threats and/or violence; viewing of illegal pornography (i.e. child pornography); and possessing a weapon or visibly displaying any item that could be perceived as a potential weapon, such as box-cutters, knives, and mace. ~~for Library operational need or law enforcement need.~~
- In order to enforce library restrictions for the above violations, ~~For Library operational need,~~ Customer Experience Manager, Technology & Facilities Manager, or Library Services Director will review the request, issue library restrictions, and report crimes to the police.

### Requests for video

- For law enforcement needs, the request from law enforcement must be accompanied by a warrant or court order, and can only be authorized by the Library Director as outlined in Administrative Order 57-14-01-F, 1.020.7. This includes requests received directly by ISD.
- All requests will include a date and time period.

Video retention: ~~90~~ 10 days

Access to the cameras' video: The video is viewed using software that is loaded on a few designated computers and securely encrypted.

Procedures for releasing Video files:

- The video clip will be captured from the camera software and sent to the law enforcement staff member in a secure format and manner that they request.
- If the delivery manner is not immediately identified, or if the clip is too long to otherwise transfer, the clip will be saved on a separate hard-drive. That hard-drive will be stored in a locked cabinet.

NOTE: The designed computers with the video software: Library Director, Technology & Facilities Manager, Customer Experience Manager, and in ISD.