

DIGITAL VIDEO SURVALLIANCE POLICY

Purpose

The Cuyahoga Falls Library equips areas with video cameras for the protection and safety of customers, employees, assets, property, and to identify persons breaking the law or violating the library's policies. A sign is posted at the library entrance informing the public that security cameras are in use.

The purpose of this policy is to establish guidelines for the placement and use of digital video cameras and still photographs, as well as the access and retrieval of recorded digital video images and still photographs at the Cuyahoga Falls Library. Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and ordinances.

I. Security Camera Locations

- Reasonable efforts are made to safeguard the privacy of customers and employees. The video security cameras are positioned to record areas specified by the Director/designee and will complement other measures to maintain a safe and secure environment in compliance with library policies. Camera locations shall not be changed or added without permission of the Director.
- Cameras may be installed in locations where staff and customers would not have an expectation of privacy. Examples include common areas of the library such as entrances, near book and media collections, public seating, delivery areas and parking lots. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms; nor are they positioned to identify a person's reading, viewing, or listening activities in the library.

II. Access to Digital Images

- Library Security, the Director, Assistant Director and/or designated management staff in the course of their normal duties, may monitor and operate the live video security system.
- Only the Director, Assistant Director, designated management staff, and Library Security are authorized to access the live and recorded video while investigating library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations.
- Authorized individuals, with notice to the Director, may ask other staff to review recorded data to ascertain security concerns related to a specific incident.
- Such persons shall not violate any laws relevant to this policy in performing their duties and functions related to the video security system.

III. Use/Disclosure of Video Records

- 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.
- Video records may be shared with authorized library employees when appropriate or, upon approval by the Director, other library staff to identify individuals and to maintain a safe, secure, and policy-compliant environment.
- Under certain circumstances, individuals authorized under this policy may use a still photograph or selected portions of recorded data to request law enforcement review

for assessing the security risk of a specific individual or for investigating a crime on library property.

- Video records shall not be used or disclosed other than as specifically authorized by this policy.
- Video records may contain personally identifiable information about an individual who has used any library service or borrowed any library materials (“patron information”) and will be accorded the same level of confidentiality and protection provided to library users by Ohio state law (including, but not limited to R.C. 149.432, “Releasing Library Record or Patron Information”), Cuyahoga Falls Library policies, and the American Library Association guidelines on confidentiality and privacy.
- All requests for security camera footage or still photographs will be referred to the Library Director. In the absence of the Director, requests should be directed to the designated administrative staff member.
- Footage may be made available to public safety forces or the courts under some conditions, such as subpoena, search warrant, other court order or to a law enforcement officer in exigent circumstances.

IV. General Public Requesting Access to Security Camera Footage

- Confidentiality/privacy issues prohibit the general public from viewing security camera footage that contains patron information. If the library receives a request from the general public to inspect security camera footage which contains patron information, requesting party will be advised to file a police complaint.

V. Retention of Digital Images

- Images from the library video security system are stored digitally. Security camera footage is kept confidential and security recording equipment is housed in a locked area. Recordings are kept for no longer than 14 days in accordance with the library’s records retention schedule, unless part of an ongoing investigation or litigation.