

Policy 3-3-4. Security Cameras

Adopted 11/20/2019

Video Surveillance Use Policy

Josephine Community Library District strives to maintain facilities that are safe and secure for staff, volunteers, and patrons. To this end, selected areas of the library premises are equipped with video cameras that are recording at all times. Cameras will be placed only in areas where patrons, staff, and volunteers have no reasonable expectation of privacy. Signs informing the public of video surveillance are posted at library entrances.

Purpose and Scope:

The purpose of video surveillance is to gather information that may be used to prosecute, or investigate instances of theft, vandalism, or public endangerment on the library premises.

The library's video surveillance system shall be used only for the protection and safety of patrons, volunteers, employees, assets, property, and to identify persons breaking the law or violating the library's Code of Conduct.

Confidentiality:

Video records may contain personally identifiable information about an individual who has used the library ("patron information") and as such, will be considered part of a patron's "library record" and accorded the same level of confidentiality and protection provided by [Oregon Rev. Statutes § 192.355 - Paragraphs 4 and 23](#) and JCLD Policy 3.1.1 Privacy and Confidentiality of Library Records

Access to Footage:

The system will be secure and will only be viewed by those trained and authorized to do so.

Persons with authorized access to the CCTV surveillance system shall be limited to: a. The Library Director and their designees b. The Public Services Director and their designees c. The Maintenance Coordinator, d. Branch Managers, and e. Contractors authorized by the Library Director or Maintenance Coordinator, for the limited purpose of performing repair, installation, and maintenance on the system.

Disclosure of Footage:

Video records may be used by individuals authorized under this policy to identify the person or persons responsible for library policy violations, criminal activity on library property, or violation of the Library's Code of Conduct.

When criminal activity is identified, incident-specific still images or video records may be shared with law enforcement to assist in the investigation and prosecution of the crime identified.

Video records may be shared with other library employees, upon approval by the Director, in order to identify person(s) suspended from library property and to maintain a safe, secure and policy-compliant environment.

Video records shall not be used or disclosed other than as specifically authorized by this policy.

All requests for video footage or still images from the security system will be referred to the Library Director or their designee.

Video surveillance footage will be disclosed to law enforcement only pursuant to legally valid search warrant, subpoena, court order, or where otherwise required by law. Material requested through a search warrant may be released immediately but will be confined to the specific times and camera feeds requested. Other types of requests will be reviewed by legal counsel before release.

Confidentiality concerns prohibit the general public from viewing security camera footage that contains patron information. Members of the general public requesting footage will be advised to make a request through law enforcement.

Retention and Storage of Footage

Images from the library video security system are stored digitally on hardware in the library. Security camera footage will be kept confidential and security recording equipment is housed in a locked area. Logs will be kept of all instances of access to, and use of, recorded data to enable a proper audit trail.

Recorded video will be retained for a period of no more than 30 days and will then be automatically erased, unless retained as part of a criminal investigation or court proceedings (criminal or civil).