

## **Purpose**

Kendall Young Library enriches our community by providing unlimited opportunities for information, education, inspiration and imagination. To complete this mission, the Library must offer a welcoming, open atmosphere and provide a quiet, comfortable, and safe environment where people can use library facilities and collections for intended purposes to the maximum extent possible.

The purpose of the security system is to enhance the safety and security of library users, staff, and property. This policy is in force to deter public endangerment, vandalism, and mischief in unsupervised areas and to identify those individuals involved in such activity for law enforcement purposes, while adhering to the applicable federal, state and local law concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy.

The library's security camera system will be used only for the protection and safety of library visitors, employees, assets, and property, and to identify persons breaking the law or violating the library's Code of Conduct. Staff and visitor safety is the first priority in any threatening situation. The protection of Library property is of secondary importance.

## **Public Notice**

Signs will be posted at library entrances informing the public that security cameras are in use.

## **Security Camera Locations**

Camera placement will be determined by the Library Director or their designee.

Security cameras may be placed in both indoor and outdoor areas and may be installed in locations where individuals lack a reasonable expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating areas, public computers, and areas prone to theft or misconduct.

Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms or private offices. Nor are they positioned to identify a person's reading, viewing, or listening activities in the Library.

## **Security**

The Public and the Library staff should continue to take appropriate precautions for their safety and for the safety of their personal property as the cameras are not constantly monitored. The Library is not responsible for the loss of property or personal injury.

## **Library Practices**

The Library Director holds the authority to designate library staff members who may access security camera imagery. Designated staff may use live surveillance, still shots, or selected portions of recorded data to assess the security risk of a specific individual, to investigate a crime or injury on library property, to consult with law enforcement officials, to validate policy violations, to alert staff to banned or disruptive individuals, or to address internal security, safety, or operational concerns. In the discharge of such duties, designated staff members are permitted to connect the recorded digital images with identification data available on the Library's user database. Cameras will not be monitored continuously by library staff.

Cameras will capture activities in real-time, and the images will be saved to internal storage. These images will be retained based on available storage capacity, but not exceeding 30 days, unless extended retention is specifically requested or the images are used for ban and bar documentation. As new images are recorded, the oldest ones will be automatically deleted. The storage duration varies depending on the camera's memory and recording length. Images that are saved or shared may be destroyed when no longer useful; however, images that become part of an official record will become the responsibility of the appropriate authority for the duration of the applicable record retention period.

Cameras will not be installed for the purpose of monitoring staff performance.

### **Access to Archived Footage**

All requests to view or obtain security camera imagery must be presented to the Library Director. If the Library Director is unavailable, such requests must be presented to the Assistant Library Director.

Confidentiality/privacy issues prohibit the general public from viewing 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, they will be advised to file a police complaint.

All requests for viewing of real time or recorded imagery by law enforcement officials must be presented to the library director. If the library director is unavailable, such requests shall be presented to the Assistant Library Director. Law enforcement may view recorded images unless such images include records protected by Iowa Code §22.7 (13), in which case such records would be released only pursuant to valid court order.

In the event of a search warrant, which is executable immediately, library Administration will comply with the search warrant and consult with legal counsel.

Upon receipt of a subpoena or other court order, library Administration shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, library Administration shall insist any defect be remedied before releasing records which contain patron information.

However, in emergency situations that present imminent danger of physical harm, law enforcement may gain access without a court order. In such imminent danger emergencies where law

enforcement calls for a waiver of the court order, the requesting officer is required to provide his/her name, agency, badge number, the nature of the emergency, and the extent of data requested.

In situations involving banned patrons, stored still images may be shared with library staff. Shared images may remain posted in restricted staff areas for the duration of the banning period.

**Privacy**

In all other respects, recorded data will be accorded the same level of confidentiality and protection provided to library users by Iowa Code, Kendall Young Library policies, and the American Library Association policies on confidentiality and privacy.

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

Security Camera policy reviewed and revisions accepted by the Kendall Young Library Board of Trustees on December 14, 2015. Revised June 17, 2024.