

## **Security Cameras Policies**

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.

Security cameras are used where needed to provide peace of mind to library users and staff by discouraging violations of the Library's Patron Code of Conduct Policies, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded video images at Crete Public Library.

- Cameras are installed at library locations on an as needed basis.
- Signs will be posted at Library entrances informing the public that security cameras are in use.
- Security cameras may be placed in both indoor and outdoor areas where Library staff can randomly monitor activity.
- Access to the footage in pursuit of documented incidents of criminal activity or violation of the Patron Code of Conduct Policies is restricted to the Library Director.
- Patron access to video footage is not allowed.
- Production of video copies for distribution is limited to the Library Director. Access is also allowed by police when pursuant to a subpoena, court order, or when otherwise required by law.
- Video records will not be maintained, provided no criminal activity or policy violation has occurred.
- Because security cameras are not constantly monitored, staff and public should take appropriate precautions for their safety and for the security of personal property. Neither the Crete Public Library nor the City of Crete is responsible for loss of property or personal injury.
- Staff and patron safety is the first priority in any threatening situation. The protection of library property is of secondary importance.

*Approved by the Crete City Council, 1 August 2017*