

Brookings Public Library Policy:	Title: Video Surveillance Policy	
Issue Date: January 20, 2022	Updated: January 20, 2022	Section: Library
Policy Source: Director of Library Services	Policy Audience: Brookings Public Library Staff and Patrons	Total Pages: 2

I. PURPOSE

To establish a written policy in regard to video surveillance at the Brookings Public Library

II. POLICY

Security cameras are used where needed to provide peace of mind to Library users and staff by discouraging violations of BPL's *Acceptable Behavior Policy*, to assist Library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. The Brookings Public Library will adhere to the applicable federal, state, and local laws concerning the confidentiality of Library records and the protection of individual privacy. Signs will be posted at Library entrances informing the public that security cameras are in use.

III. DEFINITIONS

- A. Security Camera: A device for capturing a video recording using digital memory.
- B. Video footage/camera footage: a section of film or video that been shot or recorded.

IV. ADMINISTRATION

- A. Recorded data is considered confidential and secure. Access to live feeds of images and recorded data is limited to authorized Library or City staff designated by the Director of Library Services. Only authorized employees can view or export video footage. Sending unauthorized recorded data to cell phones, portable devices, or other means is prohibited. Video is only kept for 30 days, except as otherwise authorized by the Director of Library Services.
- B. To ensure patron privacy, the general public is prohibited from viewing security camera footage that contains patron information. Any members of the public who request to view security camera footage for an incident will be advised to file a police complaint related to the incident. The release of security camera footage will then only be released with the authorization of the Brookings Police Department or the City Attorney.

- C. Law enforcement officials or agencies may be provided access to recorded data pursuant to a subpoena, court order, or as otherwise permitted by law. Library Administration may consult with legal counsel to administer this Video Surveillance Policy.
- D. Cameras are positioned to monitor public areas, indoors and outdoors, of the Library. Cameras are not to be located in areas where patrons and staff have a reasonable expectation of privacy, such as restrooms.
- E. As cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and safeguarding their personal property. The Library is not responsible for the loss of personal property.