

## **Interim Security Camera Monitoring System Policy**

### **Purpose**

The Farmington Libraries provide a welcoming environment for patrons that is comfortable and safe. The security cameras are an important and an integral part of the security system the libraries implements to enhance the physical security of the library, its property, patrons, and library staff.

This document serves as the interim policy to guide the libraries before the formal security camera policy is approved by the Library's Board of Trustees.

### **Duration**

This policy takes effect starting from the beginning of the security camera test run at which time that is recommended by the Libraries' Technology staff, determined by the Executive Director, and acknowledged by the Chair of the Library Board and the Chair of the Technology Committee.

This policy will end when the formal security camera policy is adopted by the Library's Board of Trustees.

The measure regarding the test run footage retaining period might end after the adoption of the formal policy by the Board if not specified by the formal policy.

### **Security and the Use of the Testing Footage**

The library does not monitor the cameras in real time. As the cameras are not constantly monitored, library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The library is not responsible for the loss of property or personal injury.

During the test run, the existence, continuation and quality of the footage should not be assumed.

The live stream and the archived footage of the test run will be primarily used by the Libraries' Technology staff and Library Administration for testing and adjusting the system and for operation training and protocol developing.

### **Data Storage and the retaining of the Archived Footage**

The security camera related data is stored on site at a secured location with access only by the Executive Director and the Libraries' Technology staff.

The test run footage shall be retained for no more than two weeks after the completion of the test run. This two-week test footage retaining period limit applies beyond the end of this interim policy if not specified by the formal policy.

The archived footage shall be retained for no more than two weeks after its creation.

## **Access to the Live Stream**

The live stream is accessible by the Executive Director, designated staff, and the Libraries' Technology staff during normal business hours and the immediate short period (10 minutes) after the close of business.

The live stream is accessible by the Executive Director, designated staff, and the Libraries' Technology staff after normal business hours.

The Executive Director may grant access to the after-hours (after the end of the immediate short period after the business hour) live stream to law enforcement or the Libraries' security partner with the prompt notice to the Chair of the Technology Committee and the Chair of the Library Board.

The Farmington Libraries will not share a library user's records and information with law enforcement except with the permission of the user, in response to a subpoena or court order, or in accordance with State Library confidentiality law. Records of video surveillance in the library are protected under the same considerations of privacy and confidentiality as all other library records, and the same rules and guidelines for access apply.

The Libraries' Technology staff may permit access to the live stream to law enforcement or the Libraries' security partner during system testing and adjustments with permission from the Executive Director.

## **Access to the Archived Footage**

The archived footage may be accessible to the Executive Director, designated staff and the Libraries' Technology staff.

Access to the archived footage in pursuit of documented incidents of criminal activity, theft, vandalism, or other type of damage to Library or personal property, an injury or accident or violation of the Library's Code of Conduct is restricted to the Executive Director, designated staff, and Libraries Technology staff.

## **Special Permission for the Access to the Security Camera System**

Demonstration: Access may be granted for the system function demonstration purpose.

Service: Access may be granted to the Libraries' technology partner in order to provide service on the monitoring system.

## **General Public Requesting Access to Security Camera Footage**

Confidentiality/privacy issues prohibit the general public from viewing camera footage that contains patron information. If the library receives a request from a member of the general public to inspect security camera footage which contains patron information, the individual requesting that information will be advised to complete a [Surveillance Video Request Form](#) available from Library Administration which must be submitted to the Executive Director for review prior to any action being taken.

## **Public Notice and Signage**

Signage has been posted in prominent public locations on each floor of the Main and Barney Libraries informing the public that the security camera monitoring system is in use during this initial test period.