

Surveillance Policy

Approved by: Library Board of Control, Date: Feb 2021

Introduction

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. Video cameras are used where needed to provide peace of mind to library patrons and staff by discouraging violations of the *Appropriate Library Use Policy*.

Public Notice

The library shall post and maintain signs at each building's entrances, giving notice of the use of video cameras for monitoring and recording in public areas of library property.

Camera Placement

Cameras are positioned to monitor public areas of the library. They shall not be located in areas where patrons and staff have a reasonable expectation of privacy, such as bathrooms.

Access to Digital Images

Video data is recorded and stored digitally per the records retention schedule approved by the Louisiana Secretary of State. Recorded data is considered confidential and secure. Access to live feeds of images and recorded data is limited to authorized library staff designated by the Library Director. Only authorized employees can view or export video footage. Sending unauthorized recorded data to cell phones, portable devices, or other means is prohibited.

Law enforcement officials or agencies may be provided access to recorded data pursuant to a subpoena, court order, or as permitted by law. Library Administration shall consult with legal counsel to ensure documentation is in proper form.

If the library receives a request from the general public to view camera footage which contains patron information, the general public will be advised of the confidentiality of library records as set forth in Louisiana Revised Statutes, Title 44, section 13.

Patron Privacy

This policy should be interpreted that a person's image on library property is not protected, but a library user's content is protected and held private. The library values patron privacy and maintains patron record confidentiality per the *Privacy Policy*.

Disclaimer of Liability

As cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and securing their personal property. The library is not responsible for the loss of personal property.