



## Security Camera Policy

The Webster Public Library enhances our community's intellectual and creative pursuits by providing expertise in combination with an eclectic collection. We are committed to providing the highest quality of service at the greatest value in a comfortable and inclusive environment.

Security cameras are used where needed to provide peace of mind to library users and staff by discouraging violations of the Rules of Conduct Policy, to assist staff in preventing the occurrence of violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity.

Security cameras are not used to monitor patrons' legitimate use of the library.

### Procedures

- Signs will be posted at the library entrance informing the public security cameras are in use.
- Cameras may be placed where staff can monitor activity.
- Access to archived footage in pursuit of violation of the library's Rules of Conduct Policy or incidents of criminal activity is restricted to the Director and/or law enforcement.
- Access is also allowed by police when there is evidence of criminal activity, or when otherwise required by law.
- Confidentiality/privacy issues prohibit the general public from viewing security camera footage.
- In situations involving banned patrons, stored images may be shared with staff system wide.
- Questions from the public should be directed to the Director.

### Guidelines

- Because security cameras are not constantly monitored, staff and patrons should take appropriate measures to maintain their safety and protect their personal property. The Webster Public Library is not responsible for property loss or personal injury.
- Cameras may be installed in common public spaces but not installed in areas where individuals have a reasonable expectation of privacy, such as restrooms.
- Cameras will not be installed for the purpose of monitoring staff performance.
- Safety of both staff and the public is the first priority in any threatening situation.