**Security Camera Policy**

Article I: PURPOSE

The Brownwood Public Library seeks to 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. To this end, security cameras are installed to provide peace of mind to library users and staff by discouraging violations of Brownwood Public Library’s Rules of Conduct, to assist library staff in preventing and following up on Rule of Conduct violations, and, when necessary, to provide law enforcement assistance in prosecuting criminal activity. While cameras are not installed for the purpose of routine staff performance evaluations, the recorded footage may be used to support the discipline, up to and including termination, of an employee, if appropriate.

Article II: PATRON PRIVACY

BPL values patron privacy and is committed to maintaining appropriate confidentiality of its patrons while protecting the public through cooperation with law enforcement when life is at risk. This policy should be interpreted with the understanding that the image of a person on library property is not protected, but anything that would identify the content of a library user’s account is protected and held private.

Article III: PUBLIC NOTICE SIGNAGE

Signs will be posted at library public entrances informing the public that security cameras are in use.

Article IV: SECURITY CAMERA LOCATIONS

Security cameras may be placed in both indoor and outdoor areas where security staff and designated library staff may randomly or regularly monitor activity.

Cameras may be installed in areas that could assist law enforcement in documenting traffic accidents or other incidents unrelated to the library that take place on the public streets and surrounding properties within camera view. Examples include cameras on the exterior of a library building that not only document activity on library property but also the sidewalk, public streets, and surrounding properties.

Cameras may be installed in public spaces where individuals lack a reasonable expectation of privacy. Examples include common areas of the library such as entrances, book stacks, public seating areas, hallways, stairways, delivery areas, and parking lots.

Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as restrooms.

Article V: SECURITY

The Library has no obligation to monitor the cameras in real time. Because security cameras are not constantly monitored, staff and public should take appropriate precautions for their safety and security of personal property. The Brownwood Public Library is not responsible for loss of property or personal injury.

Article VI: DATA STORAGE

Images will be stored for a length of time based on available storage. As new images are recorded, the oldest images will be automatically deleted. The length of storage time varies depending on the camera’s memory and recording length, with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents.

In situations involving banned or dangerous patrons, stored still images and/or video footage may be shared with staff. Shared images may be posted in restricted staff areas or in a secure file at public desks for the duration of the banning period. After the banning period ends, these images and/or video footage may be archived.

Article VII: STAFF ACCESS TO DIGITAL IMAGES

Live surveillance and recorded data are accessible in staff areas only. Live surveillance may be used in staff areas to provide real-time information on the front desk and when additional assistance is needed.

Article VIII: ACCESS TO ARCHIVED FOOTAGE

Designated staff access to footage in pursuit of documented incidents of criminal activity or violation of the Library's Rules of Conduct is restricted to designated staff: director & associate director.

For investigations initiated by law enforcement agencies, recorded data will be made available to law enforcement pursuant to a subpoena, court order, or when otherwise required by law, and in exigent situations as stated below.

Exigent circumstances apply if anyone is in immediate physical danger, on or off library property. Law enforcement will be provided immediate access to security video footage without a subpoena in order to create a safe environment for library staff, library patrons, and the public. In such imminent danger emergencies where law enforcement calls for a waiver of the court order, the requesting officer is required to provide his/her name, agency, badge number, the nature of the emergency, and the extent of data requested. With such a request and documentation, the person in charge, or any library staff if they are not available, may provide the police with this data.

The library seeks to both protect patron privacy and support the efforts of our local law enforcement. As such, members of law enforcement may request that the library save certain recording in danger of being written over until they can obtain the proper subpoena or court order. Such requests should be in writing.

Patrons who experience a crime such as theft of personal possessions while at the Library must submit a report to law enforcement. Members of the public will not be granted access to recorded data; this access must be requested, in writing, by law enforcement, pursuant to a subpoena, court order, or when otherwise required by law.

Article IX: DISCLAIMER OF RESPONSIBILITY

The Library disclaims any liability for use of video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

**This policy was approved by the Library Board on 11/18/19.**